

# 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). Should this date fall on a weekend or holiday, ads will be accepted on the next business day. Late job listings will be accepted on a space-available basis after the second of the month.

**Rates:** Classified advertisements are \$8.45 per line for institutions that are ACRL members, \$10.45 for others. Late job notices are \$20.25 per line for institutions that are ACRL members, \$24.25 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$375 to \$710 based upon size. Please call for sizes and rates.

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

**Internet:** C&RL News classified ads are accessible on ACRL's homepage on the World Wide Web at <http://www.ala.org/acrl.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&RL News is published. To reach C&RL NewsNet access the ACRL homepage (<http://www.ala.org/acrl.html>), select C&RL News, and then chose the menu item Job Postings by Job Title.

**Contact:** Jack Helbig, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: [jhelbig@ala.org](mailto:jhelbig@ala.org).

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

## BOOKS FOR SALE

**INTERNET DISCOUNT PROFESSIONAL BOOK CENTER** 40 percent off list price. 1000's of new/current books. All subjects. No second hand/remnants. <http://www.probooks.com>.

## POSITIONS OPEN

**ACQUISITIONS AND SERIALS LIBRARIAN.** Reporting to the Assistant University Librarian for Technical Services, the selected candidate will be responsible for planning/coordination of orders, receipts, check-ins, claims, and payments for library materials, in various formats. In addition, coordinates the solicitation, handling/acknowledgment of gift materials; manages publisher and vendor relations; evaluates vendor performance; supervises clerical staff/student assistants working in acquisitions and serials units. Qualifications: ALA-accredited MLS, two to four years acquisitions and/or serials experience in an automated environment; strong communications skills; ability to work independently in problem-solving situations; experi-

## SERIALS CATALOGER

### New York University Libraries

Responsible for cataloging serials in print, microform, and electronic formats; recommend, develop, and implement policies involving serials cataloging; train and monitor work of two staff; serve as liaison to Acquisitions Unit staff responsible for serials ordering and receiving and library's chief resource person for serials cataloging; provide original cataloging for print and microform monographs.

Requires two years cataloging experience, preferably with serials, working knowledge of two western European languages, familiarity with NACO policies and procedures, and training experience; ability to work comfortably and productively in a complex, dynamic work environment; demonstrated interest in new cataloging trends and technologies; and cataloging experience in a large academic library using an integrated library system.

ALA-accredited MLS, master's degree for tenure. Faculty status, attractive benefits package. Minimum: \$34,000.

To ensure consideration, send resume and letter of application, including names, addresses, and telephone numbers of three references, by **June 30, 1997**, to:

**Jeffrey Slemmer**  
Library Personnel Director  
NYU Libraries  
70 Washington Square South  
New York, NY 10012

Preliminary interviews at ALA Annual Conference.

*NYU encourages applications from women and members of minority groups.*

ence using Innovative Interfaces plus supervisory experience preferred. Salary: Competitive, based on credentials, plus a comprehensive benefits package and a team-oriented work environment. Position open until filled. For confidential consideration send resume, copy of unofficial transcripts, and the names and addresses of three work-related references to: **Nova Southeastern University** Human Resources Department (REA), 3301 College Ave., Ft. Lauderdale, FL 33314. EOE/AA/Smoke-free campus.

**ASSISTANT HEAD OF ACCESS SERVICES.** Tulane University is seeking a service-oriented librarian to supervise the Interlibrary Loan/Document Delivery and Reserves units of the Howard-Tilton Memorial Library and serve as assistant department head. Responsibilities: Working under the direction of the Head of Access Services, the successful candidate will supervise the staff and activities of the Interlibrary Loan/Document Delivery and Reserves units. Supervision of two FTE support staff in ILL/DD, one FTE support staff in Reserves, and several student assistants in each area. As coordinator of ILL/DD, the librarian will promote cooperation with other local, metropolitan, and state libraries and will manage relations with commercial document delivery suppliers. Will participate in the actual processing of ILL/DD transactions and reserve requests with the need arises. As



**Humanities Reference Librarian  
Manuscripts Specialist/Technical Services Archivist  
(Two Positions)**

The University of Missouri-Columbia (MU) is seeking qualified applicants for the positions of Humanities Reference Librarian and Manuscript Specialist/Technical Services Archivist within the University Libraries.

**HUMANITIES REFERENCE LIBRARIAN:** Principal responsibilities include providing reference services, (including some evening and weekend hours); library instruction; online searching; and, collection development for the language, literature, and music collections. Other duties include evaluating effectiveness of services in coordination with the Reference Department's policies and procedures; providing some general reference assistance; and, supervising some support staff and student assistants.

**Requirements:** Requires a minimum of a Master's degree from an ALA accredited program and strong literature or foreign language background and/or equivalent experience. Preferred is an advanced degree in American or English literature or Western European languages and two years of successful public service and/or collection development experience in an academic library. Experience with electronic information retrieval, Internet, online catalog and other networked resources required. Familiarity with bibliographic instruction recommended. Other skills include excellent oral and written communication skills; strong service orientation; positive interpersonal style; strong analytical skills; and, ability to work as part of a team.

**MANUSCRIPT SPECIALIST/TECHNICAL SERVICES ARCHIVIST:** Principal responsibilities include arranging, describing and cataloging the historical records of the MU and the University of Missouri System Archives. Duties include editing and digitizing existing finding aids; creating new descriptions and inventories for unprocessed records and manuscripts; performing original online cataloging using USMARC-AMC format; managing the institution's Internet finding aids; and, providing duplication services for the materials in the University Archives. Other duties include some supervising of student assistants and providing secondary responsibility for reference services within University Archives.

**Requirements:** Requires a graduate degree in history, library science, information science or other relevant discipline with course work in archives administration. Preferred is two years experience in archives arrangement and description and original cataloging of archival materials using USMARC-AMC format. Experience with HTML or SGML as applied to finding aids or descriptive tools is preferred. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; advanced knowledge of computer technology and applications, especially Internet applications; and, ability to deal with some physical work, such as lifting boxes, climbing ladders and tolerating dirt and dust.

**MINIMUM SALARY** (both positions): \$25,500+ for 12 months commensurate with education and experience.

**AVAILABLE** (Both positions): January 1, 1998. **SCREENING BEGINS:** July 15, 1997.

MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with 250+ degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.7+ million volumes and 6.3+ million microforms. MU benefits include vested retirement after 5 years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Columbia is in the middle of the state on I-70, 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable compared to other university communities. Columbia has been named in the top 20 U.S. cities by *Money* magazine in recent years.

Send letter of application, names and addresses of three references and resume to Julie Deters, Senior Secretary, 104 Ellis Library, University of Missouri-Columbia, Columbia MO 65201-5149.

EOE/AA

## LIBRARIAN FOR DIGITAL TECHNOLOGIES

### New York University Libraries

Provides technical development for the library's digital programs, including multimedia image databases, digital collections and finding aids, online exhibits, electronic text applications, and web services. Works with library staff to develop and implement programming solutions to support digital projects and web content, including scripts and forms; multimedia applications; authoring tools and document viewing methods. Serves on the reference desk. Keeps current with advances in web technology and digital libraries. Works closely with other librarians working on digital projects.

Requires experience with electronic information resources and services, imaging, web site management and configuration, networked client-server and web environments; working knowledge of graphics and imaging technologies, digital collections production, HTML, SGML, CGI, PERL, Java, and C++ programming; familiarity with Internet architecture and technologies involved in running a web site; ability to work with multiple platforms, e.g., PC, Unix, Macintosh. Excellent communication, analytic and problem-solving skills.

ALA-accredited MLS, master's degree for tenure. Faculty status, attractive benefits package. Minimum: \$36,000.

To ensure consideration, send resume and letter of application, including names, addresses, and telephone numbers of three references, by June 30, 1997, to:

**Jeffrey Slemmer**  
**Library Personnel Director**  
**NYU Libraries**  
**70 Washington Square South**  
**New York, NY 10012**

Preliminary interviews at ALA Annual Conference.

*NYU encourages applications from women and members of minority groups.*

coordinator of Reserves, the successful candidate will be responsible for planning, designing, and implementing enhanced user services, including an effort to digitize some portions of the Reserves collection. As assistant to department head, the librarian will be responsible for assisting in planning, evaluation, and delivery of all access services functions, including circulation, reserves, interlibrary loan/document delivery, and stacks maintenance (16 FTE staff plus student assistants). In the absence of the department head, will assist with circulation services. Qualifications: MLS from an ALA-accredited program; minimum two years professional library experience (preferably academic/research) in ILL or document delivery, with working knowledge of OCLC and ILL subsystem; commitment to responsive and innovative user services; demonstrated oral, written, and interpersonal communication skills; strong planning, organizational, and

analytical skills; flexibility to deal with and lead staff through rapid and constant change. Preferred: Supervisory experience; multimedia experience; circulation/reserves experience; integrated online catalog experience, especially with ILL, circulation, or reserves; digital scanning and data storage experience; experience with SAVE-IT or similar record-keeping program. Salary and benefits: Rank and salary commensurate with experience, minimum \$31,000; excellent benefits, choice of health plans, immediate tuition waiver for self, and undergraduate tuition waiver for dependents. To apply: Send letter, resume, and the names, addresses, and telephone numbers of three references, including immediate supervisor, to: Mary Orazio, Howard-Tilton Memorial Library, **Tulane University**, New Orleans, LA 70118; e-mail: morazio@mailhost.tcs.tulane.edu; fax: (504) 865-6773. Review of applications will begin July 1, 1997, and continue until the position is filled. Tulane University is an equal opportunity, affirmative action employer. See the Tulane University homepage at <http://www.tulane.edu> for more information about the Tulane community.

**ASSISTANT LIBRARIAN.** LSU Libraries. Anticipated Assistant Librarian (rank). Reports to Assistant Dean for Automation & Systems and is responsible for assisting with the management of the LSU Libraries systems operations, primarily the NOTIS library management system. Prepares implementation plans for systems installation; interacts with external services and agencies; documents systems implementations and changes; prioritizes daily operational problems. Keeps abreast of evolving technology; participates in professional associations' meetings and workshops; maintains good working relationships with other university computer specialists. Works as part of the Automation & Systems Department, including LAN Administrator, Unix Administrator, two Microcomputer Special-

### Salary guide

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

<b>Connecticut</b>	\$31,273
<b>Delaware</b>	\$22,500+
<b>Illinois</b>	\$27,400#
<b>Indiana</b>	varies*
<b>Iowa</b>	\$24,533
<b>Louisiana</b>	\$22,000
<b>Maine</b>	varies*
<b>Massachusetts</b>	\$27,554*
<b>New Jersey</b>	\$31,868
<b>New York</b>	varies*
<b>North Carolina</b>	\$24,367+
<b>Ohio</b>	\$25,198+
<b>Pennsylvania</b>	\$26,400
<b>Rhode Island</b>	\$29,800
<b>South Carolina</b>	varies*
<b>South Dakota</b>	\$22,000
<b>Texas</b>	\$26,000
<b>Vermont</b>	\$26,464
<b>West Virginia</b>	\$22,000
<b>Wisconsin</b>	\$25,830

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

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



## COLLEGE LIBRARIAN

Swarthmore College invites applications and nominations for its College Librarian. Swarthmore is an extremely selective, private four-year liberal arts institution with about 1,350 students and 160 faculty. The College is located in suburban Philadelphia, a region with exceptional higher educational and cultural environments.

Swarthmore's McCabe Library and its branch libraries, the Cornell Library of Science & Engineering and the Underhill Music Library, comprise 650,000 volumes and 2,400 current serials, with CD-ROM and Internet bibliographic database access. Swarthmore is linked with Bryn Mawr and Haverford Colleges in a consortial library system with an on-line public access catalog, shared databases, and reciprocal borrowing. There is strong cooperation among the three college libraries with regard to program planning and implementation, automation, and collection sharing.

The College Librarian is the chief administrative officer of the library and reports to the Provost. The Librarian is responsible for the leadership and development of approximately 10 FTE librarians and 20 FTE support staff and for program development, coordination, and evaluation for library services throughout the campus. Swarthmore College is committed to increasing the degree of cooperation among the libraries and its other information services, and the Librarian will be expected to play a leadership role in collaboration with the directors of Computing and Media Services. Further, the librarian will be expected to build on the already close relations with Bryn Mawr and Haverford, and with the Friends Historical Library and Peace Collection of Swarthmore College.

Candidates should have at least a Master's degree in Library/Information Science and demonstrated experience in high-level positions in an academic library setting. Experience is required in fiscal and program planning, and facilities management. The successful candidate must have a comprehensive knowledge of library automation, advanced information technologies, and all library operations, including the management of non-print collections. The successful candidate must have strong interpersonal skills, including experience with decision-making in a highly collaborative environment.

The successful candidate should possess the vision and administrative skill to lead the college library of the future in educating and serving the information needs of undergraduate students, faculty, and staff. More specifically, we expect the successful candidate will possess:

- **A vision of a future world of integrated information services and an openness toward realizing that vision**
- **An ability to lead and inspire people in a rapidly changing environment**
- **Receptiveness to, and championship of, the people whose work he or she oversees and the clients he or she serves**
- **Familiarity and comfort with developing technology**
- **An understanding of the special needs of a scholarly community and the language of academics, with the intellectual depth to win the respect of the faculty**

The position is a 12-month appointment with an anticipated starting date no later than July 1, 1998. Please submit a letter and resume, along with the names, addresses, e-mail, and phone numbers of three professional references. References should send letters directly to the Search Committee. The Committee reserves the right to contact additional individuals who are familiar with candidates' work. Application deadline is September 30, 1997, and consideration of applications will begin on September 1. Materials should be sent to: **Chair, Librarian Search Committee, Provost's Office, Swarthmore College, 500 College Avenue, Swarthmore, PA 19081.**

Additional information about the College's libraries can be found at <http://www.swarthmore.edu/Library/>. Candidates should consult a March 1997 report on the future of information services at Swarthmore College at <http://www.swarthmore.edu/Library/About/Librnsearch.html>. Swarthmore College is an equal opportunity employer committed to excellence through diversity.

## Library Positions at NJIT

3 positions avail. in dynamic team-based library. NJIT, a leading technological university, has 2,843 grad & 5,042 undergrad students & ranked 3rd in nation among U.S. Science & Technology Schools according to Money Magazine's 1997 Money Guide - Best College Buys. Interviews will begin in June & continue until positions are filled. Some interview time will be avail. at ALA in San Francisco for the Assistant University Librarian position. To reply indicate specific box number & include letter of application, resume & 4 references to: New Jersey Institute of Technology, University Heights, Newark, NJ 07102-1982. EOE

**ASSISTANT UNIVERSITY LIBRARIAN (Personnel Box AL-L)** Responsible for improving overall library user services & satisfaction; designated team leadership & promoting team development & services; TQM, continuous improvement of process quality; project management; surrogate for University Librarian; library leadership. *Qualifications:* MLS degree req'd, BS degree and/or 2nd MA/MS in related NJIT technical discipline. Min. 4 yrs. professional librarian & ILS experience, preferably in management, TQM quality process, team leadership & OCLC. Knowledge of academic libraries, library trends, information technology, management & quality process improvement; preference in Circ., Cat., Acq., Doc. Del. & ILL. Excellent problem solving, communications, interpersonal & professional leadership skills + familiar w/using project management, presentation & spreadsheet software.

**DOCUMENT & DATABASE LIBRARIAN (Personnel Box DD-L)** Responsible for team leadership, promoting teamwork & service improvements; journals, abstracts, indexes, full text & digital databases & CD-ROMs; document delivery & interlibrary loan; some original cataloging, statistical analysis & creating and using relational databases. *Qualifications:* MLS degree req'd, BS degree and/or 2nd MA/MS in related NJIT technical discipline. Min. 2 yrs. professional librarian + recent ILL (esp. OCLC), Doc. Del., original cataloging & journals experience; prefer advanced computing, integrated library system, HTML, spreadsheets, OCLC interlibrary loan & Doc. Del. experience. Knowledge of systems & processes. Excellent spreadsheet, serials systems/modules, problem solving, interpersonal & communications skills; designing relational database Apps preferred.

**TECHNICAL REFERENCE LIBRARIAN (Personnel Box TRL-L)** Reference duties incl.: literature searching & analysis, interviewing; assist/handle user inquiries; promote services; act as primary liaison to designated faculty & university depts.; select/develop print & non-print collections & resources; participate on library teams, incl. orientations, instruction, tours; some evening & occasional weekends req'd. *Qualifications:* MLS degree req'd, BS degree and/or 2nd MA/MS in related NJIT technical discipline. Significant professional reference service, Internet & Web searching experience (prefer in HTML) req'd, preferably science & technology library/academic library. Professionally current knowledge + excellent computer, word processing, spreadsheet, database, searching ILS, serials systems/modules, problem solving, interpersonal & communications skills. People & public service oriented.



University Heights  
Newark, NJ 07102-1982

A Public Research University  
EOE

ists. Required qualifications: ALA-accredited MLS, with appropriate and progressive experience with library automation; experience with word processing, IBM-compatible microcomputers using DOS and Windows operating systems. Potential to meet requirements for promotion and tenure. Experience with OCLC or other bibliographic utility, NOTIS or another automated system, TCP/IP, Internet, electronic mail. Salary: \$28,000 (fiscal year) minimum. Tenure-track position with benefits. To apply: Submit a letter of application and complete resume with names, addresses, and phone and fax numbers of three to five references to: Systems Librarian Search Committee, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803-3300. Applications received by June 30, 1997, will receive preference. LSU is an AA/EEO institution.

**ASSISTANT LIBRARIAN (RANK).** LSU Libraries. Under the direction of the Head, Middleton Reference Services, the Electronic Reference Services Librarian spearheads the application of electronic technologies to meet the information needs of the LSU Libraries' public service areas. Provides leadership in planning, selection, integration, training, evaluation, and marketing of electronic resources; coordinates technical support for electronic services in the Reference Services, including access to remote and locally mounted databases, electronic journals, and primary source materials on diskette or tape. Identifies potential new technologies and develops new applications as appropriate. Participates with others in planning and implementation of electronic access to information, including recommendations of library and department policies. Supervises two support staff. Serves as leader of the Electronic References Group and Reference Services liaison to the Libraries Automation and Systems Office. Advises other public services units on matters related to electronic information sources as appropriate. Participates in all areas of the Middleton Library reference program, including reference desk assistance, library instruction activities, creation of web pages, and development of the electronic resources for the reference collection. Expected to meet requirements for tenure and promotion. *Qualifications:* Required: ALA-accredited MLS; two years relevant experience with electronic information sources in a variety of platforms; a working knowledge of electronic information sources and services, including CD-ROM products, online services, and web-based products; knowl-

edge of HTML and experience in the development of World Wide Web resources; demonstrated ability to work with technical aspects of computer software and hardware; ability to teach new technologies; self-directed learning style and willingness to learn new technologies; demonstrated competence in personnel management and leadership ability; excellent communication skills; and ability to work effectively in an academic library environment and to meet the requirements for tenure and promotion in a faculty position. Preferred: Familiarity with NOTIS online integrated system; experience as a reference librarian in an academic library; and teaching experience. Salary: Negotiable, commensurate with qualifications and experience; \$31,000 minimum. To apply: Send letter of application and resume, with names, addresses, and phone numbers of three references, to: Electronic Services Reference Librarian Search Committee, 295 Middleton Library, Louisiana State University, Baton Rouge, LA 70803, attn: Caroline Wire. Preference given to applications received by June 30, 1997.

**ASSISTANT TECHNICAL SERVICES LIBRARIAN.** Reporting to the Associate University Librarian for Automated and Technical Services, the Assistant Technical Services Librarian will be responsible for supervising and facilitating projects in cataloging, acquisitions, and serials, especially those relating to bibliographic control and database maintenance, supervising the technical services department in the absence of the Associate University Librarian, assisting with the training of technical services staff, and microcomputer hardware and software support for technical services workstations, including OCLC systems. *Qualifications:* ALA-accredited MLS, additional graduate degree in a subject area, at least one year of experience in technical services in an academic library, experience using an integrated online library system (preferably Innopac), strong background in cataloging, strong microcomputer experience and skills, and excellent communication skills. Preferred: Subject degree in the physical sciences, experience with computer networks, and experience with programming in the MS Windows environment. Salary: \$28,000-\$30,000 for 12 months. The university: UNCA, a selective undergraduate institution of approximately 3,250 students, is distinguished by high-quality academic programs. The Asheville Graduate Center enrolls some 700 students. UNCA is a national

## **ASSOCIATE EXECUTIVE DIRECTOR OF UNIVERSITY LIBRARY/SYSTEMS INTEGRATOR**

**Indiana University Purdue University Indianapolis  
University Libraries and Information Technologies**

POSITION AVAILABLE: July 1, 1997.

**POSITION DESCRIPTION:** As a member of the Senior Management Teams of the University Library and Information Technologies at IUPUI, the successful applicant will participate in the general policy-making activities for the organizations. The person holding this position provides the leadership and management of three library teams—Operations, Interface, and Client Support—in a new high-technology urban university library. The position includes responsibility for technology planning and budgeting in a team-based organization. The role of the Systems Integrator is to provide technical leadership that assures broad deployment of the library information systems and services. In this capacity, the position holder serves the campus through both organizations and serves as a member of the Senior Management Team of Information Technologies.

**ENVIRONMENT:** The library, designed by Edward Larabee Barnes, was completed in 1993. While it can accommodate one million volumes, the library is also the most technically sophisticated library/high-technology center on the North American continent. The Library Information System consists of several hundred scholar's workstations in Macintosh- and Windows-based platform environments. It is fully integrated with other electronic information systems, productivity software, and graphic packages, and provides access to the World Wide Web and a rich array of academic CD-ROM resources.

Information technology has been identified as an area of distinctive competency for Indiana University. IUPUI is positioned centrally to become a hub for the university voice, data, and video networks. The broad mission of Information Technologies at IUPUI, which includes areas of excellence in infrastructure, learning environment services, distributed support to schools and administrative units, and several competitively offered central technology services makes this an ideal position for a person interested in playing a significant role in shaping the institution's future. For further information about IUPUI campus, libraries, and Information Technologies, please consult URLs: <http://www.iupui.edu>, <http://www-lib.iupui.edu>, and <http://www.iupui.edu/ithome/>.

**QUALIFICATIONS:** Required: BA/BS with an advanced degree highly desirable together with a record of five years as a successful manager in a technology organization with a client-server or distributed computing environment. Demonstrated ability to communicate effectively, orally, and in writing, and to interact successfully with colleagues, administrators, staff, patrons, and donors. Above all, knowledge of and experience in managing team-based projects and organizations.

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

**FRINGE BENEFITS:** A month's vacation, sick leave, major medical plans available, dental plan, group life insurance, TIAA/CREF annuity plan.

**APPLY:** Send letter of application, resume, and names, addresses, and telephone numbers of four (4) references to:

**Cambridge Group, Ltd.  
1175 Post Rd. East  
Westport, CT 06880  
e-mail: [cambridgegroup@internetmci.com](mailto:cambridgegroup@internetmci.com)  
URL: <http://cambridgegroup.com>**

**CLOSING:** Applications or nominations received by **June 15, 1997**, will be guaranteed consideration. Position remains open until filled.

*IUPUI is an equal opportunity, affirmative action educator, employer, and contractor, M/F/H.*

# Minority Resident Librarian

Miami University has a strong commitment to affirmative action and is actively seeking to increase minority representation in all areas of the University. The University Libraries Minority Resident Program is one component intended to increase the representation of minority librarians at Miami and to further the growth and development of minority librarians within the profession. This continuing program is designed to assist a recent library school graduate in making a successful transition to academic librarianship. The Libraries are committed to introducing and orienting the recent minority graduate to the complexities of academic librarianship in a rapidly changing environment. The one year internship (with possible one year renewal) will provide the opportunity for viewing all areas of the University Libraries' operations, including public, technical, and administrative services. Actual assignments will be made based on the interests of the individual and the needs of the Libraries.

**Qualifications:** A MLS from an ALA-accredited library school (degree requirements must be fulfilled by appointment date). Members of under represented minority groups are the focus of this program.

The Miami University Libraries contain almost 2 million volumes, have extensive document and microform collections, and subscribe to over 8,000 serials. They serve 800 faculty, 15,000 undergraduates and 1,000 graduate students. The Libraries have 44 professional librarians and 48 support staff members.

Miami University is a highly selective institution, located in Oxford, Ohio, 35 miles northwest of Cincinnati.

Benefits include standard insurance package. Public employees retirement system. Salary level is \$28,500. Submit letter of application, resume, and names, telephone numbers and addresses of three professional references to **Judith A. Sessions, Dean and University Librarian, Miami University, Oxford, Ohio 45056**. Preliminary screening of applications will begin June 1997.

## MIAMI UNIVERSITY

leader in the undergraduate research and public liberal arts movements. The university, classified as Baccalaureate I by the Carnegie Foundation, is among the most highly regarded liberal arts colleges in the nation. The community: Asheville, one of the most desirable small cities in America, is the center of a magnificent vacation area. It is located in the mountains of western North Carolina, near the Blue Ridge Parkway, Pisgah National Forest, and the Great Smokies National Park. The Asheville MSA population is approximately 175,000; the city has about 71,000 residents. Preference given to applications received by July 15, 1997. Screening of applications will begin then and continue until filled. Submit a cover letter, current vita, and the names, addresses, and phone numbers of three references to: Robert Bland, Chair, ATSL Search Committee, Ramsey Library, **University of North Carolina at Asheville**, One University Heights, Asheville, NC 28804-8504. For more information about the library and UNCA, see <http://www.unca.edu>. UNCA is an affirmative action, equal employment opportunity employer.

**BUSINESS/ECONOMICS BIBLIOGRAPHER.** Responsibilities: Evaluates and develops subject collections and electronic resources in business, economics, geography, and planning; monitors allocated funds, continuing commitments, and approval plans. Serves as liaison to faculty and students in the corresponding academic departments; provides them with subject-specific user education and in-depth reference. Serves as liaison for European Union depository program and reviews other international documents. Also provides general reference services during assigned hours, including some evenings and weekends. Reports to Assistant Director for Collection Development. Research, publication, and service to the libraries, university, and profession are expected to satisfy criteria for continuing appointment and promotion. **Qualifications:** Required: MLS from an ALA-accredited library school. Undergraduate major and/or advanced study in business, economics, geography, urban or regional planning. Preferred: Experience in using law publications and online business and legal publications. Desired: Relevant experience in an academic or special library subsequent to receipt of MLS. Salary: Commensurate with education and experience. Salary minimum for Assistant Librarian, \$28,000; Senior Assistant Librarian, \$32,000; Associate Librarian, \$38,000. Apply to: Christine Travis, Library

Personnel Officer, University Libraries—UL-112, **University at Albany, State University of New York**, 1400 Washington Ave., Albany, NY 12222. Deadline: Review of letters of application and resumes will begin July 9, 1997. Please include the names, addresses, and phone numbers of three references that may be contacted. The University of Albany, State University at New York, is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled and Vietnam-era veterans are especially welcome.

**CATALOG LIBRARIAN.** Tenure-track, faculty position. Primary duties include cataloging nonbook, serial, and monograph materials, collection development responsibilities, and limited reference desk duty. Required qualifications: MLS from an ALA-accredited program, demonstrated knowledge and understanding of bibliographic control, and the ability to function collegially and with initiative in a team environment. Knowledge of MARC formats, LC classification, DDC, and LCSH required; BSU uses Geac Advance and WLN. Preferred qualifications: Two years experience in a professional cataloging position in an academic library. Minimum salary: \$29,000, commensurate with experience; state benefits. Submit letter of application, resume, and the names, addresses, and phone numbers of three references to: Gloria Ostrander-Dykstra, Assistant University Librarian for Technical Services, Albertsons Library, **Boise State University**, 1910 University Dr., Boise, ID 83725. Applications received by June 20, 1997, will be given first consideration. Additional information can be found by contacting <http://library.idbsu.edu/jobad.html>. EO/AA institution.

**COLLECTION DEVELOPMENT COORDINATOR/PUBLIC SERVICES LIBRARIAN.** Washington State University Libraries. Position available: January 5, 1998. Under the direction of the Head of Science Libraries, this position is responsible for coordinating collection development, managing and evaluating the Owen Science and Engineering Library collections, participating in the provision of reference, library user education, collection development, and liaison support in assigned subject areas, and performing other duties as assigned. **Qualifications:** Required: ALA-accredited MLS; recent experience in public services in a science/engineering/medical li-

# ASSISTANT LIBRARY DIRECTOR

## Wayne State University Science and Engineering Library

POSITION AND RESPONSIBILITIES: Management position in a divisional research library under the general supervision of the Director of the Science and Engineering Library. The position: (1) serves as collection development librarian with oversight responsibility for an acquisitions budget which exceeds \$1.8 million; (2) acting with the director, directs, plans, and evaluates departmental activities, ensures efficient operations and compliance with, or improvement of, established policies and procedures; (3) recommends, develops, and implements new programs to reach established objectives; (4) acts as liaison to other university units and/or private and public sector organizations to promote programs and gain understanding and support for the university and the library system and their activities; (5) provides reference service to students, faculty, staff, and outside clients; (6) performs public relations duties; (7) monitors revenues and expenditures, reviews and plans budgets; (8) serves as acting director in the director's absence; and (9) performs other duties as assigned.

Position available July 1, 1997.

MINIMUM SALARY: \$50,000, depending on experience and qualifications. Excellent fringe benefits including TIAA/CREF or Fidelity, dental, health, disability, life insurance, and tuition assistance.

QUALIFICATIONS: Required: Master's degree from an ALA-accredited library school; undergraduate or graduate degree in one of the hard sciences, or substantive practical experience in an appropriate science or engineering work environment. Must possess a solid understanding of library services in a research university setting. Excellent analytical, interpersonal, oral, and written communication skills. Ability to communicate with public and staff alike with tact and diplomacy. Previous substantive reference and collection development experience in a research environment. Must show initiative, motivation, ability to work as a team member and leader, as well as independently. Understanding of the philosophy of Total Quality Management. Demonstrated leadership within the profession.

PREFERRED: A second master's or a Ph.D. in a physical science. Experience with the application of Total Quality Management.

THE CAMPUS AND THE SCIENCE AND ENGINEERING LIBRARY: Wayne State University is one of the nation's leading urban research universities. It is a Carnegie Research University I with \$86.3 million in research funding in a fiscal year 1996. There are currently 18,200 undergraduates and 12,985 graduates enrolled in university classes. The university's campus is attractive, safe, and conveniently located in the Detroit Cultural Center. The library system is ranked among the top 50 research libraries in the U.S., with collections in excess of 2.6 million books and journals, over 1.9 million microforms, and more than 18,000 current subscriptions to serials and government documents. The Science and Engineering Library holds in excess of 600,000 print resources and serves the College of Engineering, the College of Nursing, and the College of Science's Departments—Chemistry, Biological Sciences, Physics, Mathematics, Computer Science, Geology, and Food and Nutrition—as well as the information needs of the entire university community.

APPLICATION: Please mail or fax a letter of interest, resume, and the names, addresses, and telephone numbers of at least three references to:

**Judith March-Adams**  
**Assistant Dean for Human Resources**  
**Wayne State University**  
**134 Purdy Library**  
**Detroit, MI 48202**  
**fax: (313) 577-5525**

Applications accepted until position is filled.

*All buildings, structures, and vehicles at WSU are smoke-free. Wayne State University is an equal opportunity, affirmative action employer. Wayne State University—People working together to provide quality service.*



## HEAD OF TECHNICAL SERVICES



### University of North Carolina at Charlotte

This is a new senior-level position within Library and Information Services (LIS), which consists of Library Services, Computing Services, and Media Services. The position reports to the Director of Library Services. A new state-of-the-art facility for LIS is currently under construction.

**RESPONSIBILITIES:** The planning and operation of services which acquire, make bibliographically accessible, and prepare for use all items that are purchased, donated, leased, borrowed, or accessed remotely for the library's collections and its patrons. Programmatic elements include acquisitions, cataloging, preservation, interlibrary borrowing and lending, and document delivery. Will also be responsible for supervision of approximately 30 FTE (including four faculty).

**QUALIFICATIONS:** ALA-accredited MLS degree required. Another advanced degree preferred. Minimum of six years experience in increasingly challenging technical service positions in an academic or large public library. At least three years of administrative responsibility for one major technical services function, which includes supervision of professional librarians, budgetary responsibility, and project management. Preference will be given to candidates who have experience in more than one area of technical services. Excellent interpersonal and communication skills required. Demonstrated ability to provide leadership for change. Also requires current knowledge of the technical infrastructures for the library and information services organization of the future and of the ways in which economic pressures, technological opportunities, and partnering initiatives are affecting traditional technical services operations. A strong belief in and commitment to team-based leadership and operational support and demonstrated vision for providing access to information resources that is responsive to the future rather than reflective of the past.

Full-time, 12-month contract with excellent benefits. Tenure-track; rank and salary commensurate with experience and qualifications. Anticipated date of appointment: September 1, 1997. Send letter of interest stating qualifications and resume with names, addresses, and phone numbers of three professional references to:

**Head of Technical Services Search Committee**  
c/o Carole Runion  
LIS Administrative Services  
1051 Colvard  
UNCC  
3921 University City Blvd.  
Charlotte, NC 28223

Applications received by **June 30, 1997**, will receive first consideration, but applications will be accepted until position is filled.

Members of minority groups and persons with disabilities are encouraged to apply.

For additional information visit our web site: <http://www.uncc.edu/>.

AA/EEO

library and/or similar subject background; recent experience in, or current knowledge of, collection management and evaluation; effective interpersonal relations and communication skills. Preferred: Recent experience in library user education; database management, spreadsheet and/or statistical software packages; experience with map collections. Salary: From \$25,500, commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Benefits: TIAA/CREF; broad insurance program; 22 days vacation, 12 days sick leave per year. Application: Send letter of application, resume, and names and complete mailing addresses of three references to: Donna L. McCool, Associate Director for Administrative Services, Library Administrative Office, **Washington State University**, PO Box 645610, Pullman, WA 99164-5610. Application review begins July 15, 1997. WSU Libraries' home page address: <http://www.wsulibs.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

**COLLECTION MANAGEMENT COORDINATOR AND ASSISTANT/ ASSOCIATE PROFESSOR.** The University of Tennessee, Knoxville Libraries. Leads in the design, implementation, analysis, and evaluation of collection management projects, such as weeding, serials review, storage. The Collection Management Coordinator is the primary implementor of CDM day-to-day activities. As project manager, leads projects from inception to completion; as an advocate for the libraries' physical collections, shares in-depth knowledge about the collections and collection management practices. Establishes, in consultation with appropriate colleagues, collection development guidelines for use in decision making by CDM office staff and other library teams. Designs and coordinates orientation for new subject librarians and faculty departmental representatives. Plans cooperative collection management projects and assigns staff resources. May assume responsibility for subject liaison with an academic department. Coordinates activities of the Collection Development &

## **ASSISTANT ENGINEERING LIBRARIAN FOR INFORMATION AND INSTRUCTIONAL SERVICES**

**University of Illinois Library (U-C)  
Urbana, Illinois**

**DUTIES:** The Grainger Engineering Library Information Center, a \$22.7 million facility which opened in March 1994, serves the 490 faculty, 2,200 graduate students, and 5,500 undergraduate students of the nationally ranked UIUC College of Engineering. The UIUC Library was selected in 1994 by the National Science Foundation as one of six sites for research on the digital library of the future. The Grainger Library serves as the testbed for this grant, which is designed to provide online access to full text of major engineering journals. Under the direction of the Engineering Librarian, the Assistant Engineering Librarian for Information and Instructional Services will be responsible for the management of public services, reference and bibliographic instruction, visitor and outreach services, and materials processing and collection management in the Grainger Engineering Library Information Center. The incumbent will participate in collection development and faculty liaison activities. The incumbent will contribute to the development of electronic information resources and systems, promote the continuing application of information technology to meet changing user needs, assist in training and supervising Grainger Library graduate assistants, and participate in special projects connected with Grainger's mission to explore emerging information technologies.

**QUALIFICATIONS:** Required: Master's degree in library science from an ALA-accredited library school or equivalent. Minimum of five years post-MLS experience in a science or engineering academic or special library. Demonstrated expertise in developing a full range of imaginative information, reference, and instructional services. Superior leadership and communication skills, including the ability to work effectively with staff and users and to manage change in a positive manner. Expertise in World Wide Web and online searching. Familiarity with engineering reference and research tools. Experience with standard microcomputer software packages. Supervisory or project management experience. Evidence of research and scholarship sufficient to meet university standards for a tenured appointment.

**DESIRED:** Undergraduate degree in an engineering, computer science, or physical science discipline. Experience in bibliographic instruction, including end-user search training. Experience with database software development for library applications in a Microsoft Windows environment. Demonstrated skill with Microsoft Windows programming languages.

**SALARY AND RANK:** Salary commensurate with credentials and experience, with a minimum salary of \$41,000. Appointment is expected to be made at the Associate Professor rank. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and university/professional/community service in order to meet university standards for tenure and promotion.

**APPLICATION DEADLINE:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references, by **June 16, 1997**, to:

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

*Affirmative action, equal opportunity employer.*

Management office in a collaborative organizational environment. Works closely with subject and electronic services coordinators, CDM librarians, and serves on the CDM Planning Group to ensure that the libraries offer an optimal mix of information resources with available funding. Plans, supervises, and evaluates the work of four FTE staff who provide bibliographic, technical, and clerical support for CDM activities. Reports to the Team Leader for CDM. Collection Development & Management (CDM) organization: UTK collection development and management activities are performed by 30 subject librarians across the organization. The CDM Team, responsible for a \$4+ million information resources budget, consists of a Team Leader; Coordinators for Humanities, Sciences, Social Sciences, Electronic Services, and Collection Management; 2.5 FTE CDM librarians; and four staff. The Team Leader, who reports to the Dean of Libraries,

provides leadership for all collection-related activities, including allocations for information resources. Coordinators for the Humanities, Sciences, Social Sciences, and Electronic Services have dual reporting relationships to CDM and Reference. One CDM librarian monitors, analyzes, and reports collection management data; another leads the preservation program. Qualifications: ALA-accredited MLS degree. Several years post-MLS library experience in an academic or research library. Demonstrated organizational skills, creativity and flexibility, ability to make decisions, excellent interpersonal and communications skills, ability to deal with changing priorities based on client and library needs; commitment to fostering a collaborative work environment. Knowledge of trends in publishing and higher education. Broad knowledge of academic/research library collection development and management issues. Working knowl-

# VICE PRESIDENT FOR COLLECTION PROGRAMS

## The Center for Research Libraries

The Center for Research Libraries, a major international consortium of academic and research libraries, provides collections-based collaborative programs and services focusing on a 5.5 million volume collection located near the University of Chicago. To meet the growing needs of member libraries, the Board of Directors is pleased to announce the immediate availability of a significant employment opportunity for a creative and energetic professional librarian to accept appointment as a deputy to the President with primary responsibility for leading the development and operation of CRL's collections and services programs.

The new position of Vice President for Collection Programs will direct CRL's international cooperative collection development program that supplements North American academic and research libraries by acquiring, preserving, and making available important collections in newspapers, serials, dissertations, retrospective materials, and area studies.

The Vice President for Collection Programs oversees staff management of major cooperative activities in micropublishing and conversion to electronic media, plus the internal functions of bibliography, preservation, collection management and development, and stacks management.

Qualifications include a minimum of five years relevant experience, preferably in an academic or research library. An ALA-accredited master's degree in library science is preferred. Excellent communication and interpersonal skills and demonstrated managerial and leadership skills are required. The ability to function in a multiinstitutional environment is essential.

CRL offers a competitive salary based on qualifications and experience, with an exceptional benefits package and a collaborative work environment.

For consideration, please forward by **July 1, 1997**, a letter of application and resume with the names, addresses, and telephone numbers of three current references to:

**Sonia Hicks**  
**Human Resources Coordinator**  
**Center for Research Libraries**  
**6050 S. Kenwood Ave.**  
**Chicago, IL 60637**  
**phone: (773) 955-4545 ext. 348**

*The Center for Research Libraries does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, or veteran status in its provision of employment opportunities.*

edge of major bibliographic tools. Preferred: Supervisory experience. Experience with collection development/management. Experience with faculty liaison and selection of library materials. Familiarity with library preservation issues. Knowledge of distributed computing, networking, and electronic information access methods. This is a tenure-track appointment requiring the ability to meet promotion and tenure criteria. 24 days annual leave, tuition remission, usual benefits. Assistant or Associate Professor rank. Salary: Assistant Professor minimum \$33,000; Associate Professor \$40,000 minimum. Please send letter of application, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, **University of Tennessee, Knoxville**, 1015 Volunteer Blvd., Knoxville, TN 37996-1000; fax: (423) 974-4696. Review of applications will begin July 15, 1997, and will continue until the position is filled. Additional information about this position may be found at: <http://toltec.lib.utk.edu/~lss/search/colmgcoord.html>. UTK is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

#### **COORDINATOR, REFERENCE AND INFORMATION SERVICES.**

Shapiro Undergraduate Library, University of Michigan. The Shapiro Undergraduate Library (UGL) serves an undergraduate population of 23,000, including a primary user group of approximately 15,000 enrolled in the College of Literature, Science and the Arts (LS&A). Collections and services are also used by faculty, graduate students, staff, and members of the local and regional community. Information, reference, and instruction services and programs of the UGL are designed to meet the needs of undergrads in a large, research

university setting. These include collaborative programs with other campus units and libraries, an array of reference and research services, an extensive instructional program, and an academic outreach program. Information resources include access to the rapidly expanding networked knowledge environment, nearly 500 periodical titles, 195,000 monographs, a browsing collection, and a course reserve service for LS&A undergraduate and graduate courses. UGL staff is engaged in developing a variety of programs and services that exploit the potential of new technologies, including Interactive Reference Assistance over the campus network, digital course reserves, identification of World Wide Web resources for undergrads, and use of campus television and web-based instruction. Duties: Under the direction of the Head, Shapiro UGL, the successful candidate will direct all reference services at the UGL; plan, implement, and evaluate reference and information services; direct reference staff and students; provide direct public service to UGL patrons; and perform miscellaneous related duties. Required qualifications: ALA-accredited MLS. Two years post-MLS public services experience; demonstrated commitment and enthusiasm for working with a predominantly undergraduate clientele. Demonstrated understanding of and experience with the applications of current technology in a library setting. Demonstrated willingness to exercise creativity and take risks in a supportive, dynamic environment. Demonstrated ability to work collaboratively and to foster collaboration. Demonstrated commitment to excellence in public services and ability to work effectively with culturally diverse faculty, students, and staff. Excellent ability to communicate effectively in speaking and writing. Desired qualifications: Experience with delivery of remote reference services. Exten-

## ASSOCIATE LIBRARIAN OF HARVARD COLLEGE FOR COLLECTIONS

Has primary responsibility for leadership and administration of programs relating to the development and management of the collections, including aspects of intellectual and physical access to collection resources; will be expected to develop a collaborative process for assuring continued development of the outstanding breadth and depth of the Library's collections, in all formats. Responsible for defining key strategies for acquiring or accessing electronic resources as well as establishing parameters that will assure sustained access to digital collections; coordinating the creation, implementation, and assessment of digital library projects and programs; and general oversight of those programs in which the Library's collections are used for collaborative initiatives or commercial ventures. Reporting to the Library for Harvard College, the Associate Librarian for Collections is a member of the Library's senior management team.

In addition to a significant degree of interaction and collaboration with librarians and staff within the Harvard College library and with numerous departmental, research, and institute libraries of the Faculty of Arts and Sciences, he/she will work with faculty from Harvard's professional schools and with computing professionals. The Associate Librarian shares responsibility for the stewardship of the Library's more than 1,000 endowments and will often meet with donors, alumni, friends or foundations on matters relating to the Library's collections.

The Harvard College Library, the central collection of the Faculty of Arts and Sciences, has an annual budget of over \$48 million of which nearly \$10 million is designated for collection acquisition, and consists of: Widener (the main research library for most of the humanities and social sciences); Houghton (rare books and manuscripts); Lamont and Hilles (undergraduate collections); Cabot Science; Harvard-Yenching (East Asian collections); Music; Fine Arts; Kummel (geological sciences); Littauer (economics and government); and Tozzer (anthropology).

**Qualifications:** An ALA accredited MLS. An understanding of the evolving role of the academic research library and how technology issues affect academic institutions. Demonstrated achievement in managing collection programs; proven leadership capacity with demonstrated ability to influence change in large, complex and diverse environments; successful administrative and managerial experience; outstanding interpersonal and communication skills; proven ability to plan effectively and a record of promoting cooperative and collaborative efforts among library units; strong budget management, analytical and problem solving skills.

**Preferred qualifications:** An advanced degree in an academic discipline or record of research and scholarship. Knowledge of digital library applications and networked information resources.

**Compensation:** Harvard University offers a competitive program of benefits. Appointment salary dependent on qualifications. The review of applications will begin no later than 1 August; this position will remain open until filled.

Complete position announcement available upon request. To apply, please submit a letter of application, resume, and names of three references to:

Hazel C. Stamps  
Director of Human Resources  
Harvard College Library  
Harvard University  
Widener 190  
Cambridge, MA 02138

HARVARD UNIVERSITY UPHOLDS A COMMITMENT TO  
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HARVARD COLLEGE LIBRARY

HARVARD



UNIVERSITY

# ASSOCIATE CHIEF FOR ACCESS GENERAL RESEARCH DIVISION

Exceptional opportunity to manage access operations for one of the world's strongest and most extensively used research collections for humanities and social sciences. Responsibilities include oversight of approximately 3.02 million volumes, 300,000 microfilm reels and various other media. Individual will develop and maintain an efficient, responsible, customer oriented delivery system. Will also coordinate materials relocation and related activities within the Center for the Humanities and manage a staff of 16.5 full-time employees and approximately 80 hourly-paid part-time workers, overseeing the hiring, training and supervision of this staff.

To qualify, you must have an ALA accredited MLS degree and substantial experience in the access services operation of a research or academic library. Extensive knowledge of major vendors' integrated library systems. Working knowledge of storage and material delivery systems as well as preservation and security issues. Prior supervisory experience and excellent analytic, problem solving, organizational and interpersonal communication skills.

Competitive salary, commensurate with experience and excellent benefits provided. Please mail resume including salary history/requirements to: Human Resources Dept. KN-AC



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sive experience with digital resources in a public services setting. Prior supervisory experience. Rank, salary, and leave: Rank of Associate Librarian. Final salary dependent on years of previous relevant professional experience (minimum salary: \$33,000). 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. To apply: Send cover letter and resume to: Karen Downing, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. Application deadline: Applications received by June 30, 1997, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

**DIRECTOR OF LIBRARY SERVICES.** Southern Arkansas University. Duties: Provide leadership for library; develop budgets, policies, priorities, and strategic plans; promote faculty-student relations and direct library support for educational, public service, and continuing education opportunities in an extended campus region. May be considered to teach graduate-level library media course. Reports to Vice President for Academic Affairs. Qualifications: Strong leadership, interpersonal communication, management and planning skills; vision and knowledge to develop and direct library computer information systems; commitment to diversity; five years academic library experience and a record of professional achievements. ALA-accredited MLS required; doctorate strongly preferred. Salary and title commensurate with qualifications and experience. Applications will be reviewed as received. Starting date negotiable. Southern Arkansas University's library serves 2,600 undergraduate and graduate students and holds approximately 150,000 volumes, 8,500 AV pieces, 925 periodical subscriptions, and 328,000 government documents. Send letter of interest, vita, and names, addresses, and phone numbers of three people who may be contacted as references to: Office of Personnel, Southern Arkansas University, SAU Box 9288, Magnolia, AR 71753-5000. AA/EOE.

**DIRECTOR OF THE LIBRARY AND INFORMATION RESOURCES.** The State University of New York at Old Westbury. The College at Old Westbury is located on a 600-acre campus in Nassau County, maintaining a rich racially and culturally diverse student body. The college is seeking to fill the position of Director of the Library and

Information Resources beginning fall 1997. Qualifications: Master's degree in library and information science and at least five years of administrative responsibility required; Ph.D. or equivalent advanced degree preferred. Responsibilities: The Director will coordinate our information services and technology systems in ways that support instruction and research. Reporting to the Vice President for Academic Affairs, the Director will provide leadership and planning for the Library and the Educational Technology Center, which includes the Audiovisual Department, and insure that the campus is prepared to use technology in providing ready access to information and for instructional purposes. Salary: \$47,200 minimum. Send letter of interest, resume, and three letters of reference by June 30, 1997, to: Director of Personnel & Affirmative Action, Screening Committee: DLIR, SUNY College at Old Westbury, Box 210, Old Westbury, NY 11568. AA/EOE.

**EDUCATION/PSYCHOLOGY.** University of Minnesota Libraries. Position Description: Leader, Education/Psychology Reference Services and Collection Manager for Psychology. Responsibilities: Coordinate activities of the Education/Psychology Reference Services in an emerging team environment; provide traditional and electronic reference services, including library instruction and the development of electronic library resources, including multimedia; select materials and manage acquisitions budget for psychology; library liaison to Department of Psychology and related programs. For more information and a complete position description, contact the Libraries Human Resources Office. Required qualifications: MLS degree from ALA-accredited institution; advanced degree or graduate study in psychology or related behavioral science; demonstrated understanding of collection management in the behavioral sciences and leadership experience in the area of reference services and bibliographic instruction, including the use and development of electronic information resources; effective written and verbal communication and interpersonal skills. Preferred qualifications: Master's degree in psychology; demonstrated proficiency in electronic information technology. Type of appointment and salary: Full-time, 12-month academic/professional position; probationary appointment at the Assistant Librarian rank. The appointee will be expected to fulfill requirements for continuous appointment, including demonstrated professional ac-



# Head Reference Librarian

Fairfield University seeks an experienced, energetic, and creative leader in reference and information services to build and guide a new department. The Head Reference Librarian will lead the effort to hire an entirely new staff, significantly expand the print and electronic reference collections, and implement a new initiative in library instruction for students and faculty. In anticipation of a major library building expansion, the Head Reference Librarian will also play a key role in the physical design and layout of both print and electronic resources for a library of the 21st century.

Responsibilities will include the managing of all aspects of the Reference Department; developing and coordinating library instruction; overseeing the selection of materials for the reference collections, both print and electronic; overseeing interlibrary loan; providing leadership in the evaluation of information services.

**Qualifications Required:** ALA accredited MLS; 5 years increasingly responsible professional experience in an academic library reference department; experience in an academic library reference department; experience in the delivery and effective utilization of print and electronic resources; demonstrated experience in instruction and user education; evidence of strong organizational skills; knowledge of ILL/document delivery policies and issues.

**Preferred Qualifications:** A subject masters degree is highly desirable along with familiarity with the effective use of educational technology; experience with assessment of library services; and experience with library support of distance education..

Fairfield University is a highly selective, independent, small comprehensive university with over 200 full time faculty, 3,000 full time undergraduate students, and 2,400 part-time continuing education and graduate students in six schools. The University was founded by the Jesuits in 1942. Located in a suburban area 50 miles outside of New York City, the 200-acre park-like campus overlooks Long Island Sound. Nyselius Library has over 280,000 volumes, an integrated automated system (DRA), a CD-ROM local area network, and fiber optic connectivity to the campus mainframe.

**Application Process:** Please submit a letter of application, resume, and telephone numbers/Internet address of three references to: **James Estrada, University Librarian, Nyselius Library, Fairfield University, Fairfield, CT 06430-5195.** Preference given to applications received by June 30, 1997.



Fairfield University is an Equal Opportunity/Affirmative Action Employer.  
Fairfield University strongly encourages applications from women and minorities.

complishment and contribution. Salary and benefits: Range of \$33,000 to \$38,000, depending on experience and qualifications; generous benefits package. Application requirements: Applicants should send a letter of application discussing background and experience relating to the position and its requirements, a resume, and names, addresses, and telephone numbers of three references to: Linda DeBeau-Melling, Libraries Human Resources Office, 453 Wilson Library, University of Minnesota, 309 19th Ave. South, Minneapolis, MN 55455. Applications must be postmarked by June 15, 1997. Please identify applications with UL#64. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disabilities, public assistance status, veteran status, or sexual orientation.

**ELECTRONIC INFORMATION SERVICES LIBRARIAN.** Identifies and promotes the use of appropriate electronic resources, including journals, databases, CD-ROM products, and Internet-based materials. Coordinates the implementation of automated library systems, the development of the library web site, and the operation of the periodicals department. Send resume with names and phone numbers of three references to: Edward O'Hara, Chair, Librarian Search Committee, College of Mount Saint Vincent, 6301 Riverdale Ave., Bronx, NY 10471.

**HEAD, GENERAL INFORMATION CENTER (GIC) AND CORE/RESERVE SERVICES.** Northwestern University Library. Coordinates and manages the operations of the General Information Center, the starting point for users of the library's print and electronic re-

## ASSISTANT DEAN (INFORMATION SERVICES)

### THE UNIVERSITY OF KANSAS LIBRARIES

Nominations and applications are invited for the newly defined position of Assistant Dean (Information Services). The Assistant Dean will provide creative leadership for the organization and management of public service units in Watson Library, the Lawrence campus' main library for the humanities and social sciences, as well as the Regents Center Library, which supports graduate programs from KU and all Kansas Regents institutions, offered in the Kansas City metropolitan area. The Assistant Dean, one of three in the libraries, will report to the Associate Dean of Libraries and will participate extensively in librarywide policy and decision making.

The University of Kansas, a comprehensive AAU institution, is located in the historic and diverse community of Lawrence (population 65,000) amidst the rolling hills of north east Kansas. The University of Kansas Libraries hold membership in the Association of Research Libraries, have a collection of 3.3 million volumes, an annual budget of \$12 million, and a career staff of 160. The libraries are in the process of implementing to the VTLIS Virtua integrated library system. Librarians at the University of Kansas are members of the university faculty and are evaluated on professional performance as well as contributions to the profession through service and research.

Candidates must possess an MLS from an ALA-accredited program; evidence of successful administrative experience in public services in a major academic or research library; demonstrated ability to provide creative and effective leadership in a collegial environment; ability to communicate effectively with diverse constituencies; ability to establish productive, effective working relationships within the libraries, the university, and the community; experience in planning, implementing, and evaluating library services; experience with integrated library systems and electronic databases; and familiarity with the provision of extended-campus library services. Annual salary: \$60,000 - \$70,000, dependent upon qualifications.

For application information and a full position description contact:

**Sandra K. Gilliland**  
**Assistant to the Dean**  
**University of Kansas Libraries**  
**Lawrence, KS 66045-2800**  
**SGILLILA@UKANS.EDU**

Review of applications will begin **June 25, 1997**.

*The University of Kansas and its libraries are committed to equal opportunity and affirmative action.*

sources, and the Core/Reserve Unit. The General Information Center consists of the Information Desk and 20 electronic workstations providing access to an array of catalogs, research databases, and the World Wide Web. Core/Reserve contains the library's undergraduate noncirculation collection of 50,000 titles and the library's course reserve operations, including paper and electronic materials. Supervises 40 part-time library staff in the General Information Center and 4.5 full-time staff in Core/Reserve, including one librarian. Establishes goals, objectives, policies, priorities, and performance standards for the department. Qualifications: Master's degree from an ALA-accredited program required. Minimum of three to five years of professional experience, preferably in an academic/research library, and excellent interpersonal and communications skills required. Supervisory experience required. Salary: \$40,000 minimum. To apply: Send letter of application and resume, including the names of three references, to: Peter J. Devlin, Personnel Librarian, **Northwestern University Library**, 1935 Sheridan Rd., Evanston, IL 60208-2300. Applications received by July 15, 1997, will receive first consideration. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

**HEAD OF THE SCHAFFNER LIBRARY.** Northwestern University Library. The Schaffner Library is on the university's downtown Chicago campus and serves over 3,000 students enrolled in the university's continuing education programs. Schaffner has been developed primarily as an electronic library, emphasizing user education, new technological applications, and document delivery to meet the special needs of adult students. Responsibilities: Administers the daily operations of Schaffner, including user education, faculty liaison,

reference, and network and Internet services; supervises five staff, including two librarians and one FTE student assistants; manages technical services and selection and maintenance of the library's collections; actively explores and recommends new services and technologies; promotes continuing innovation within Schaffner, particularly electronic initiatives. Establishes goals, objectives, policies, priorities, and performance standards for Schaffner. Recommends resources required for Schaffner and allocates financial, staff, and space resources in consultation with library administration. Makes decisions based on cost effectiveness, efficiency, and user friendliness. Monitors user group concerns and advises library administration on any potential impact on operations and services. Participates in public service activities such as user education and meetings in the evening as required. Qualifications: Master's degree from an ALA-accredited program; minimum of three to five years of professional experience, preferably in an academic/research library; excellent interpersonal and communications skills; supervisory experience; and strong personal commitment to responsible and innovative service and excellent problem-solving skills. Salary: \$40,000 minimum. To apply: Send letter of application and resume, including the names of three references to: Peter J. Devlin, Personnel Librarian, **Northwestern University Library**, 1935 Sheridan Rd., Evanston, IL 60208-2300. Applications received by July 15, 1997, will receive first consideration. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

**HEAD, REFERENCE SERVICES DEPARTMENT.** The University at Albany is seeking a librarian to provide leadership in the planning, development, and provision of innovative, proactive reference and

# COLLEGE ARCHIVIST

## Smith College Libraries

Smith College invites applications for the position of College Archivist. The Smith College Libraries include the college Archives, Sophia Smith Collection, Mortimer Rare Book Room, the William Allen Neilson Library, Hillyer Art Library, Josten Performing Arts Library, Young Science Library, and the Nonprint Resources Center. With over 1.2 million items and more than 11,000 linear feet of archives and manuscripts, it is one of the largest undergraduate research collections in the country. Smith is an active member of the Five Colleges consortium, with Amherst, Hampshire and Mount Holyoke Colleges and the University of Massachusetts at Amherst. Responsibilities: Develop and implement policies and programs; manage the Archives' budget, staff, operations, services and resources; serve as the college's records manager. Provide educational services to students, faculty, visitors and the media. The institutional archives, alumnae memorabilia, and papers of all college employees consist of more than 5,800 linear feet, and document the rich and eventful history of the largest women's college in the U.S. Reporting to the Coordinator of Special Collections and the Director of Libraries, supervise a staff of 1.5 FTE and occasional special projects staff; manage several record collections of women's organizations among the holdings of the Sophia Smith Collection, a national repository of primary sources in women's history with which the Archives shares space and staff.

**Qualifications:** Must possess an ALA-accredited MLS or MA in history, including formal archival course work; additional course work or subject depth in women's history, American history or the history of higher education highly desirable; ACA or CRM certifications highly desirable; must have minimum of five years of progressively responsible experience in an institutional archives or manuscripts repository, preferably in higher education setting; experience surveying, appraising, arranging and describing collections; administering access agreements and constructing and implementing records retention and disposal schedules; strong written and oral communication skills; experience providing public services; demonstrated leadership skills and ability to work effectively in a collaborative environment; experience with library and archival automation systems, Internet resources and digital imaging; experience training, managing and evaluating staff; experience with donor relations; a record of service to the broader institution, the community and the profession. Starting salary is in the low-to-mid \$40's, dependent on experience and qualifications. Excellent employee benefits.

**Review of applications will begin July 1, 1997, and will continue until the position is filled. Submit letter of application, resume and names of three professional references to: Employment Group; Office of Human Resources; Smith College, Box 730; Northampton, MA 01063. Information about the Smith College Archives is available on the World Wide Web at: <http://www.smith.edu/libraries/ca> An Affirmative Action/Equal Employment Opportunity Institution. Minorities and women are encouraged to apply.**



research services in a rapidly changing information environment. The department includes active, highly visible print and electronic reference services, user education, and government publications units. Emphasis for this position is on effective leadership to provide responsive user-centered service. The successful candidate will coordinate the provision of reference and research services by supervising a departmental staff of eight FTE library faculty and coordinating the reference activities of an additional 7.5 FTE library faculty who serve primarily as bibliographers. Participation in the user education program, and evening and weekend reference service hours will be expected. Reports to the Assistant Director for User Services. Research, publication, and service to the libraries, university, and profession are expected to satisfy criteria for continuing

appointment and promotion. Qualifications: Required: MLS degree from an ALA-accredited library and information science program. Five years of increasingly responsible reference experience. An understanding of the mission of a research institution and the role of informational and instructional technology in this setting. Experience in reference service and user education. Evidence of significant experience with integrated library systems, campus networks, the Internet, and electronic information resources. Demonstrated strength in supervisory and leadership skills. Ability to lead in a dynamic, changing information environment. Strong oral and written communication, and interpersonal skills. Desired: Graduate degree in a relevant field. Knowledge of emerging technologies and their applications in a library setting. Management experience in an academic or



## DIRECTOR OF THE UNIVERSITY LIBRARY CASE WESTERN RESERVE UNIVERSITY

Case Western Reserve University invites nominations and applications for the position of Director of the University Library.

Case Western Reserve University is committed to the continued development of its "Library of the Future" which does away with the conventional separation between library and computing services. At the center of campus is a new University Library facility, an intellectual commons, as well as the hub of our digital learning environment for teaching and research that combines traditional library holdings and services with electronic access to and training with digital information resources. The University Library consists of the Kelvin Smith Library and the Music and Astronomy Libraries. There are separately administered campus libraries for the health sciences, law, and social work. CWRU is a member of the Association of Research Libraries, the OhioLINK system, and various local and regional consortia.

The Director is a key member of the management team in the Office of Information Services and is responsible for continuing the development of the University Library as an important information service and resource for the university. The Director manages all resources of the University Library, including staff, materials, budgets and other funding, equipment, and facilities to achieve the library's overall goal of meeting the instructional and research information needs of faculty, students, and staff. The Director reports to the Vice President for Information Services and is responsible for a staff consisting currently of 65 librarians and library support personnel.

Qualifications include senior management experience in a major academic library, with substantial experience in staff recruitment, management, development, and evaluation; significant experience in the application of information technologies to support and enhance library services; and the ability to work effectively with diverse constituencies within and outside the university. We anticipate that candidates will hold an MLS degree; a doctorate or another advanced degree is desirable. Candidates must have a record of initiative and achievement in developing programs and services and be committed to the goals of a research university and to the intellectual and service mission of the library.

The position is available immediately and the anticipated appointment date is January 1, 1998, although an earlier appointment would be desirable. Salary is competitive and there is an extensive benefits package. Applications should include a letter of interest, curriculum vitae, and the names of at least three references.

Nominations and applications should be sent to:

**H. W. Klingensmith, Chairman**  
**University Library Director Search Advisory Committee**  
**Office of Vice President for Information Services**  
**Case Western Reserve University**  
**10900 Euclid Ave.**  
**Cleveland, OH 44106-7019**

To ensure full consideration, nominations and applications should be received by **September 1, 1997**. Review of materials will begin immediately thereafter and continue until an appointment is made.

Complete position description is available at <http://www.cwr.edu/CWRU/Admin/uldir.html>; further information about the University Library is available at <http://www.cwr.edu/CWRU/UL/homepage.html>.

*In employment as in education, Case Western Reserve University is committed to affirmative action and equal opportunity.*

large public library. Salary: Commensurate with education and experience. Minimum: \$40,000. Apply to: Christine Travis, Library Personnel Officer, University Libraries—UL-112, **University at Albany, State University of New York**, 1400 Washington Ave., New York, NY 12222. Deadline: Letters of application and resumes are currently being reviewed. Please submit your letter of application, resume, and the names, addresses, and phone numbers of three references that may be contacted, prior to July 15, 1997, for consideration. The University at Albany, State University of New York, is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled and Vietnam-era veterans are especially welcome.

**LIBRARY DIRECTOR.** Wesleyan College seeks a Library Director to provide vision and leadership in integrating new information technologies and expanding the library's role in the college community. The Library Director administers all library operations including strategic planning and budgeting; supervises the library staff; is individually responsible for one area of library operations; shares reference duties with other librarians; and represents the college in library consortia and organizations. The Library Director holds faculty status, reports to the Dean of the College, and serves as a member of the Academic Council with the Division Chairs and the Dean. Candidates should have an ALA-accredited MLS; a minimum of five years of experience as a professional librarian, preferably including administrative experience; experience with automated library systems; familiarity with

## REFERENCE/SUBJECT LIBRARIAN FOR ART & ARCHITECTURE

### Washington University in St. Louis Olin Library System

The Olin Library System of Washington University is seeking a librarian who is innovative, technologically literate, and interested in exploring new options for providing proactive services, for the newly created position of Reference/Subject Librarian for Art & Architecture. This position, which reports to the Art & Architecture Librarian, will be responsible for developing and implementing effective, user-centered reference and instructional programs and services for users of the Art & Architecture Library; for collection development and faculty liaison for assigned subjects; and for participation in the development of electronic multimedia resources and services to improve access to information by users in the library and in the Visual Arts and Design Center.

Washington University, located on the edge of the city of St. Louis, is a medium-sized, independent university founded in 1853, internationally known for excellence in teaching and research and for the quality of its faculty and student body. The Art & Architecture Library is one of eight satellite libraries serving the Washington University community as part of the Olin Library System. With the School of Architecture, School of Art, Department of Art History and Archaeology, and the Gallery of Art, the Art & Architecture Library is a member of the newly formed Visual Arts and Design Center. It supports the teaching, research, and creative activities of the center with information services, electronic information access, and a collection of over 85,000 volumes.

**QUALIFICATIONS:** MLS from an ALA-accredited school; undergraduate degree in architecture or art history (advanced degree preferred); experience providing reference and library instructional service; knowledge of electronic information technologies. Knowledge of electronic resources in art and architecture desirable; reading knowledge of a western European language desirable; experience with digital imaging projects desirable. Strong commitment to proactive library service and enthusiasm for work with students and faculty; ability to initiate, plan, and carry out projects, both independently and as a member of a team; ability to communicate effectively both orally and in writing.

For additional information about the library: <http://library.wustl.edu/> and <http://library.wustl.edu/~artarch/>. A detailed job description is available at <http://library.wustl.edu/~artarch/search.htm>.

**SALARY RANGE:** \$26,600-\$32,400.

For full consideration, applicants should send a letter of application, resume, and the names of three references to:

**Virginia Toliver  
Director of Administration and Planning  
Olin Library  
Campus Box 1061  
1 Brookings Dr.  
St. Louis, MO 63130-4899**

Position will remain open until filled; initial review of applications will begin **July 1, 1997**. Employment eligibility verification upon hire.

*Washington University is an equal opportunity, affirmative action employer.*

information technologies; a strong orientation to service; knowledge of trends and standards in college libraries; and involvement in professional library organizations. Committed to becoming a preeminent liberal arts college for women, Wesleyan emphasizes critical thinking, active learning, writing across the curriculum, and student-faculty research. Interested candidates should send a letter of application, vita, transcripts, and three current letters of recommendation, by June 27, 1997, to: Priscilla Danheiser, **Wesleyan College**, 4760 Forsyth Rd., Macon, GA 31210-4462. AA/EOE. Women and minority candidates are encouraged to apply.

**MANUSCRIPTS LIBRARIAN.** The Manuscripts Librarian is primarily responsible for administering and cataloging the manuscript collections of the Ward M. Canaday Center for Special Collections including staff management, acquisitions, processing, preservation, manuscript-related reference services, and outreach. The Manuscripts

Librarian also participates in bibliographic instruction, assisting in reference services for rare books and archives, and cooperates and shares in various departmental projects and programs such as preparing exhibits, grants, special catalogs, and related activities. Reports to the Director of the Canaday Center and is a member of the library faculty. The Manuscripts Librarian supervises the Manuscripts Assistant (.50 FTE), student assistants, and, for special projects, a graduate assistant. The Canaday Center, a growing research facility and repository for rare books, manuscripts, and the University Archives, is located within Carlson Library, a fully automated OhioLINK library. The University of Toledo is a state university in Ohio with approximately 21,000 students, offering associate, bachelor, professional, and doctoral degrees in eight colleges. The attractive main campus location in one of Toledo's finest residential sections provides a suburban atmosphere, yet is an integral part of the civic, cultural, and commercial life of the community. The city offers a

# UNIVERSITY LIBRARIAN

## University of California, Irvine University Library

The University of California, Irvine, invites applications and nominations for the position of University Librarian. The Librarian is responsible for the overall operation and development of the libraries and reports to the Executive Vice Chancellor. We are seeking an outstanding individual who will provide innovative leadership and expand resources to meet the needs of a major research university. The University Librarian is expected to play a leadership role in the continuing development of the campus approach to educational technology and the digital library.

Founded in 1963, the UCI Libraries serve the information needs of students, faculty, staff, and community members at three major library facilities: the Main and Science Libraries on the Irvine campus and the Medical Center Library. The UCI Libraries have close to 2 million volumes and approximately 17,500 active serial subscriptions that are available for study, teaching, and research.

UCI is located in the heart of Orange County, one of the fastest-growing counties in the nation, with a vibrant business environment (information on the UCI campus can be found at website <http://www.uci.edu>). We welcome applications from individuals with excellent skills and experience in strategic planning, management, library and instructional technology, personnel, budget, and finance. The position will also involve significant fund-raising and community outreach responsibilities.

Applications and nominations should be sent to:

**J. Hillis Miller**  
**Chair, University Librarian Search Committee**  
**University of California, Irvine**  
**509 Administration**  
**Irvine, CA 92697-1000**  
**[jhmiller@uci.edu](mailto:jhmiller@uci.edu)**  
**[http://www.evc.uci.edu/univlib\\_search.html](http://www.evc.uci.edu/univlib_search.html)**

The search will continue until an appointment is made.

*The University of California, Irvine is an equal opportunity employer committed to excellence through diversity.*

renowned Museum of Art, a zoo, and an outstanding Metropolitan Park system. Its location provides residents with excellent recreational opportunities on Lake Erie and easy access to cities throughout the Midwest, particularly Detroit, Chicago, and Cleveland. Qualifications: ALA-accredited master's in library science. Ability to perform original manuscript cataloging; knowledge of/experience with automated access systems for manuscripts and archives, including the integrated USMARC format and World Wide Web; knowledge of AACR2, LC Rule interpretations, and LC subject headings. Experience or training in special collections/manuscripts administration is vital. Preferred is an additional graduate degree in history, english, american studies, or related subject; experience with/knowledge of special-collections-related reference sources, and electronic information delivery systems (e.g., Internet, World Wide Web, etc.). Ability to successfully meet the requirements for reappointment, promotion, and tenure in the areas of librarianship, professional activity, and service. Ability to work cooperatively with others and good communication skills are very important, as is a commitment to service and professional growth and development. Ability to lift and carry boxes of 40 pounds. This is a 12-month, faculty-status, and tenure-track position. Appointment will be at the rank of Instructor. Generous benefits include medical, dental, and vision plans, state pension system, education plan that includes dependents, sick leave, and 24 days of vacation. Salary is \$31,778. Application review will begin June 15, 1997, and will continue on the 15th of each succeeding month. Send letter indicating qualifications, current resume, and names, addresses, and telephone numbers of at least three references to: Robert Shaddy, Chair, Search Committee, Carlson Library, **The University of Toledo**, Toledo, OH 43606-3390. An affirmative action, equal opportunity employer M/F/D/V.

**REFERENCE AND INSTRUCTION LIBRARIAN.** #MBRISL- 9704. Assistant Librarian, multiyear appointment. California State Univer-

sity Monterey Bay is seeking a dynamic, innovative, versatile professional to join a team of colleagues in a transformational library at the former Fort Ord Army Base on scenic Monterey Bay. The CSUMB Library favors electronic resources where possible, creating a unique mix of services, technologies, entrepreneurship, and collections. The library's organization reflects its mission and the role of CSUMB librarians as full faculty partners, including classroom teaching. The successful applicant will join a team of seven librarians and nine staff which is led by Co-Directors for Library Services and Library Resources. Responsibilities: Provides leadership in teaching, training, and orientation for students, faculty, librarians, and library staff in the areas of information technology, research skills, and information competence. Participates in the identification and evaluation of electronic reference services which support campus learning, teaching, and community service. Provides general reference service, which may include evening and weekend hours. Participates in the development and enhancement of library web pages related to reference services and resources. All library faculty are expected to develop and deliver credit courses in information technology and resources, as well as course-integrated instruction in information competency. Minimum qualifications: MLS or equivalent from an ALA-accredited institution. Experience providing general or specialized reference service in an academic library, with emphasis on electronic reference services and the Internet. Experience with library instruction or teaching credit courses. Experience with HTML and web page design. Excellent oral and written communication skills. Salary range: \$35,448-\$42,636. Priority filing date: July 3, 1997, at 5:00 p.m.; position open until filled. Complete position description and application procedures available on the campus web site at <http://www.monterey.edu>. E-mail application encouraged: [faculty\\_recruitment@monterey.edu](mailto:faculty_recruitment@monterey.edu). Faculty Recruitment Office, **CSU Monterey Bay**, 100 Campus Center, Seaside, CA 93955-8001; phone: (408) 582-3569. EEO/ADA/AA employer.

**REFERENCE/ACCESS SERVICES LIBRARIAN.** Dawes Memorial Library, Marietta College, seeks an energetic librarian to join its administrative team. Marietta College, a nationally recognized liberal arts institution, is located in a historic, southeastern Ohio river town (16,000) within easy access to metropolitan areas. This position affords the opportunity to work in a team environment that encourages creativity and new program initiatives. Responsibilities: Provide reference services, both print and electronic, and participate in the Library's instruction program under supervision of Reference/Instruction Librarian; and supervise access services of interlibrary loan, circulation, and reserves. Qualifications: MLS from an ALA-accredited program required. Experience in reference and/or interlibrary loan in an academic library and with an automated library system (preferably Innovative Interfaces, Inc.) strengthens application. Must have knowledge of a variety of print and electronic resources (OPAC, CD-ROM, and web-based databases). Demonstrated ability to teach, with effective communication, organization, and interpersonal skills essential. This position reports to College Librarian. Minimum salary \$24,000 for 12 months. Position (nontenure) carries faculty rank and status, with 20 vacation days plus benefits package. Review of applications begins June 20, 1997, and will continue until position is filled. Preferred starting date is August 15, 1997. Please send current resume and names of three references to: Sandra B. Neyman, College Librarian, Dawes Library, **Marietta College**, Marietta, OH 45750-4027. Marietta College has a strong commitment to the principle of diversity, and in that spirit, seeks a broad spectrum of candidates, including women, minorities, and people with disabilities.

**REFERENCE/INSTRUCTION COORDINATOR.** Lewis Library, Loyola University Chicago seeks a Reference/Instruction Coordinator to plan and implement its Lewis Library reference services, including training staff, scheduling desk hours, and supervising graduate students. Also schedules and conducts library instruction classes and workshops for students, develops and conducts library and Internet instruction workshops for faculty, and serves as the Lewis Library's Web Master. Works closely with patrons and staff in a highly networked, technologically innovative environment. Lewis Library serves the undergraduate and graduate programs of the Schools of Business, Social Work, and Criminal Justice. Reports to: Head of Lewis Library. Qualifications: ALA-accredited MLS; two years previous academic library reference experience; teaching capabilities; excellent communication and interpersonal skills; ability to work well with colleagues, staff, students, and faculty at all levels. Knowledge of HTML authoring and experience with electronic reference sources preferred. Salary commensurate with qualifications and experience. Limited faculty status, 20 vacation days per year, standard fringe benefits package, including university contributions to TIAA/CREF. Qualified applicants should send letter of application, resume, and the names, addresses, and phone numbers of three references to: Edward Warro, Acting University Librarian, Cudahy Library, **Loyola University of Chicago**, 6525 N. Sheridan Rd., Chicago, IL 60626. Applications received by June 30, 1997, will receive first consideration, but applications will be accepted until the position is filled. Loyola University Chicago is an affirmative action, equal opportunity educator/employer.

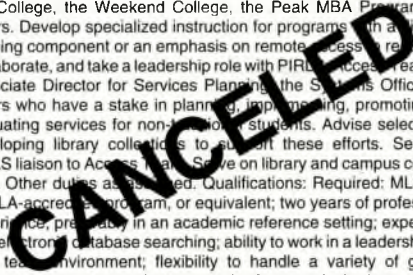
**REFERENCE LIBRARIAN.** The Art Institute of Chicago seeks a Reference Librarian for the Ryerson and Burnham Libraries to provide reference services to staff, faculty, students, and members, in person, over the phone, and by mail. Responsibilities include developing instructional tools and providing training sessions to encourage patron understanding and use of electronic resources, participating in the development and maintenance of the library web page, and supervising the work of Reader Services volunteers. Position requires an ALA-accredited MLS, strong communication skills, ability to work effectively with a diverse clientele, and facility with at least one foreign language. Graduate-level work in art history or architectural history, familiarity with RLIN and Innopac highly desirable. Salary: \$32,000 plus excellent benefits. Send salary history, cover letter, and resume to: Louise Ivers, Assistant Director of Personnel, **Art Institute of Chicago**, mc/4390, 111 S. Michigan, Chicago, IL 60603. EOE.

**REFERENCE LIBRARIAN.** One-year temporary position for dynamic service-oriented program of humanities and social sciences reference in an outstanding college library. Required: ALA-accredited MLS, sound liberal arts education, previous academic or research library reference experience, knowledge of humanities and social sciences sources, demonstrated service commitment, library instruction skills, ability to work independently and with others, excellent communication skills, commitment to professional development, and evidence of initiative, creativity, and resourcefulness in past activities. Preferred: previous professional reference experience; experi-

ence with library instruction, electronic information sources, and government documents; undergraduate or advanced degree in a social sciences field; knowledge of one or more foreign languages. Oberlin College combines a leading undergraduate college of arts and sciences with a music school of national prominence, and has a long history of leadership in educating women and minorities. In addition to strengths in traditional arts and sciences, Oberlin emphasizes interdisciplinary study and actively seeks a racially, ethnically, and culturally diverse staff and student body. The library contains one million-plus volumes and is fully automated. Salary competitive, commensurate with qualifications and experience. Available August 1, 1997. More information about Oberlin College and the library is available at <http://www.oberlin.edu>. To ensure consideration, send letter of application, resume, and names of three references by July 7, 1997, to: Reference Search Committee, **Oberlin College Library**, Oberlin, OH 44074. AA/EOE

**REFERENCE LIBRARIAN AND BIBLIOGRAPHER.** The University of Texas at San Antonio invites applications for the position of Reference Librarian with bibliographic responsibilities. The successful candidate will provide instruction, assistance, and policy information to university clientele accessing various search engines including electronic resources. Provides advanced reference assistance, computer searching, and staff training in areas of specialization or expertise. Plans, develops, and provides instruction programs using traditional and electronic-based teaching methods. Selects and evaluates materials in support of areas of bibliographic responsibility, with accountability for fund management. Qualifications: Required: ALA-accredited MLS degree; advanced reference course work. Successful practicum or other preprofessional reference experience. Experience with a variety of search engines, both traditional and electronic. Ability to communicate effectively in individual and group settings with students, faculty, and staff. Preferred: Three years of academic library reference experience in a library of comparable size. Advanced degree in area of bibliographic specialization. Bibliographic expertise in an appropriate academic discipline. Training in specific online and CD-ROM products used at UTSA. Salary: \$26,000 minimum for 12-month appointment. Available: August 1, 1997. Application: Send resume and letter of application before June 30, 1997, to: Beverly Carver, Head, Electronic Information and Reference Services, **University of Texas at San Antonio Library**, 6900 N. Loop 1604 West, San Antonio, TX 78249-0671. UTSA is an EEOA employer. Women, minorities, and persons with disabilities encouraged to apply.

**REFERENCE LIBRARIAN/NON-TRADITIONAL PROGRAMS LIAISON.** Responsibilities: Serve as a member of the Professional Information and Reference Library Services (PIRLS) Team, Penrose Library, in a new position created to identify, develop, and establish outreach services for a varied group of non-traditional students at the University of Denver. Provide reference and referral services at a general reference desk, including some evenings and weekends; instruct users on a variety of print and electronic sources, meeting the schedule preferences of non-traditional programs. Serve as liaison to nontraditional programs at the University of Denver including University College, the Weekend College, the Peak MBA Program, and others. Develop specialized instruction for programs with an assistance learning component or an emphasis on remote access resources. Collaborate, and take a leadership role with PIRLS Access Team, the Associate Director for Services Planning in the Services Office, and others who have a stake in planning, implementing, promoting and evaluating services for non-traditional students. Advise selectors in developing library collections to support these efforts. Serve as PIRLS liaison to Access Team. Serve on library and campus committees. Other duties as assigned. Qualifications: Required: MLS from an ALA-accredited program, or equivalent; two years of professional experience, preferably in an academic reference setting; experience with electronic database searching; ability to work in a leadership role in a team environment; flexibility to handle a variety of general reference activities at a busy central reference desk; demonstrated excellence in interpersonal and communication skills. Preferred: Instructional experience in an academic library setting; experience with digital information and academic technology; experience with library services to nontraditional students; project management experience. The salary range is \$29,000 to \$35,000. This is a non-tenure-track, faculty-status appointment. Applications postmarked by July 15, 1997, will receive greatest consideration. The position will remain open until filled. Please submit a letter of application addressing your ability to meet the above qualifications, and a current resume including the names, addresses, phone numbers, and e-mail addresses of three current references, to: Toni Miller, Office of the Dean, Penrose Library, **University of Denver**, 2150 E. Evans Ave., Denver, CO 80208-2007.



**SERIALS CATALOGER.** Assistant Professor (tenure-leading). Serials Department, starting September 1, 1997. Perform original cataloging for materials in all formats, but primarily serials, including microforms and newspapers, and electronic database resources. Resolve complex copy cataloging problems. Contribute authority records to NACO. Resolve complex bibliographic problems for government document tape loaded records. Act as a resource person for library assistants. Revise work of library assistants as required. Participate in grant and special projects, such as the Nebraska Newspaper Project. Responsibilities for this project include: Publicizing the project in communities throughout Nebraska, building strong working relationships with institutions holding newspapers in the state, negotiating with institutions to borrow newspapers for microfilming, gathering bibliographic information and conducting inventories as needed, cataloging, and union listing. Required: MLS from an ALA-accredited library school. Demonstrated knowledge of Library of Congress classification and subject headings, and of AACR2R. Familiarity with USMARC, using OCLC or a similar bibliographic utility. Excellent analytical and problem-solving skills. Good working knowledge of at least one European language in addition to English. Excellent communication skills and the ability to build positive, productive working relationships with others. Must be able to work flexibly and creatively in a rapidly changing environment, to readily accept new challenges, and to be open to new ideas. Must be able to travel. Preferred: Professional and/or preprofessional cataloging experience; experience cataloging with innopac or another integrated library system; knowledge of a second foreign language. Be familiar with the Internet and PC software packages. Supervisory or management experience. \$28,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Applicants should submit a letter of application and current resume that explicitly address how their education, relevant experience, and other relevant qualifications meet the duties of and qualifications for this vacancy by July 15, 1997, to: Larry Kahle, Associate Dean of Libraries, 141 Love Library, University of Nebraska-Lincoln, P.O. Box 880410, Lincoln, NE 68588-0410. The applicant should also submit the names, current addresses, and current telephone numbers of three references who are knowledgeable of the applicant's qualifications. The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action and equal opportunity and is responsive to the needs of dual-career couples. We assure reasonable accommodation under the Americans with Disabilities Act; contact Larry Kahle at (402) 472-2526.

**SOCIAL SCIENCES BIBLIOGRAPHER.** Responsible for coordinating collection building and assessment in the social sciences (excluding history), and serves as a selector in one or more subject areas. Involved in the formulation and development of collection policies and procedures. Coordinates the efforts of the library faculty selectors in selecting materials and maintaining close liaison with the teaching faculty. Assists in the development of selectors and in the preparation of the library materials budget. Participates in the bibliographic instruction program and has some reference duties. Required: ALA-accredited MLS; two years post-MLS experience in a library, with collection development experience and experience with social sciences materials; knowledge of current collection issues; organizational ability; and proficiency in oral and written communication. Demonstrated human relations skills and successful interaction with library patrons and staff essential. Advanced degree in a social science field and reading knowledge of a modern European language desirable. Salary: \$28,000 minimum. Tenure-track position with faculty status. Excellent fringe benefits, including various medical/hospital plans, a dental plan, and disability benefits. Choice of retirement plans. Application deadline: June 30, 1997. Send letter of application with resume and names, addresses, and phone numbers of four references to: Gary Geer, Chair, Social Sciences Bibliographer Search Committee, Thomas Cooper Library, University of South Carolina, Columbia, SC 29208-0102. The University of South Carolina is an affirmative action, equal opportunity employer.

**SYSTEMS OFFICER.** (Assistant or Associate Professor). Responsibilities: This position reports to the Associate Dean for Access Services and is responsible for all systems operations for the Libraries, working closely with all library departments and with the campus computer center. The Systems Officer is expected to plan, organize, monitor, provide staff training for, and review all library systems services, and to keep abreast of technological change as it affects university libraries. This position is key to the success of computer applications in support of the libraries' mission to provide resources and services to students, faculty, staff, and other patrons. As a department head, the Systems Officer leads and supervises the faculty and staff of the Systems Office, which is comprised of the

Network Services Librarian, the LAN Coordinator, and two PC Support Technicians. The Systems Officer serves on the Libraries Management Council (library department heads) and the Libraries Information Technology Team, and works collaboratively with the staff of the computer center. Qualifications: An ALA-accredited MLS degree. (A master's degree in a related field, combined with library-related experience, may be considered in lieu of the MLS.) Substantial systems experience, preferably in academic libraries. Broad and demonstrated understanding of integrated library systems and of library operations. Current knowledge of technology infrastructure, client-server systems, and the relationship of libraries to their constituents and to computer centers. Commitment to service and communication to staff and patrons alike. Excellent leadership, supervisory, organizational, project management, and communication skills. Hands-on experience with networked environments, Internet/web technology and applications, electronic resources, digital information, integrated library systems, OCLC applications, and micro-computer hardware and software. Evidence of potential to meet university requirements for promotion and tenure. Library information: The University of Alabama Libraries use the NOTIS system and are in the process of choosing a next-generation client-server system. OCLC is used for cataloging and ILL. The libraries' web site can be accessed at <http://www.lib.ua.edu>. The majority of library faculty and staff are attached to the libraries' networks, with completion anticipated during the year. Electronic resources are provided to patrons on the public side of the network, through networked CDs and products accessed through NOTIS' PaCLink product. Digital projects are in progress in the Hoole Special Collections Library, and a pilot electronic course reserve project will take place in the fall. Salary and benefits: 12-month tenure-track faculty position. Minimum salary for Assistant Professor, \$29,600, and for Associate Professor, \$37,300. Salary range negotiable depending upon qualifications and experience. Strong benefits. Substantial moving allowance may be available. The University of Alabama Libraries hold membership in ARL, CRL, SOLINET, CNI, and the Network of Alabama Academic Libraries. To apply: Send letter of application, resume, and names, addresses, and phone numbers of three references to: Voni B. Wyatt, Personnel Officer, The University of Alabama, P.O. Box 870266, Tuscaloosa, AL 35487-0266. Applications received by June 30, 1997, are assured of receiving consideration. The University of Alabama is an equal opportunity, affirmative action employer.

**VISUAL RESOURCES LIBRARIAN/CURATOR UNIVERSITY OF MICHIGAN, MEDIA UNION.** The Media Union (MU) is an innovative new facility supporting the creative aspects of disciplines across the University of Michigan. Its integrated application of new information resources and technology fosters interdisciplinary collaboration among faculty and development of new working relationships among information specialists. The MU Library specifically supports the research and instructional needs of the School of Art and Design, the College of Architecture and Urban Planning, and the College of Engineering, interdisciplinary collaborations from within the University of Michigan, and general service to the public. Duties: Collection access, management, and development: Oversees all aspects of a rapidly growing collection of visual resources primarily in the areas of art and architecture, and collects resources in digital form, slides, videotapes, and other formats, including blueprints. Works creatively with students and faculty to provide access to image resources. Directly supervises one FTE staff plus students; contributes to supervision of an additional one FTE. Digital services: Oversees the development and cataloging of a networked database of digital images for the MU, working collaboratively with members of the UM Digital Library Production Unit to design a campuswide image resource. Instruction, liaison, etc.: Provides lectures, orientations, and tours regarding the MU and relevant art, architecture, and image-based resources. Regularly meets with faculty to discuss image based library collections, services, and policies. Qualifications: Required: Graduate degree, either MLS or Master's degree in an appropriate subject area. Minimum four years prior experience in a visual resources collection or art-related library. Experience using networked computers and software appropriate for the creation of databases, and programs for the management and manipulation of images. Familiarity with visual resources collection development and management, and searching arts-related databases, and understanding of scholarly research methods and information needs. Excellent oral and written communication skills. Proficiency using online catalogs, databases, and the Internet. Ability to work effectively as part of a team of information specialists working with culturally diverse faculty, students, and staff. Desired: Additional graduate-level course work: for MLS, in art history, architecture, or studio art; subject master's; for MA/MS - in an information management field such as library science. Instructional experience; demonstrated experience using one or more of the

following: HTML, desktop publishing, multimedia development. Working knowledge of a major European language. Rank, salary, and leave: Associate Librarian or Curator, depending on final classification. Minimum salary of \$33,000, dependent on number of years of prior relevant professional experience. 24 working days of vacation/year; 15 days of sick leave/year, with provisions of

extended benefits. To apply: Send a cover letter and resume to: Karen Downing, Library Human Resources, 404 Hatcher North, **University of Michigan**, Ann Arbor, MI 48109-1205. Application deadline: Applications received by June 30, 1997, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

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## Late Job Listings

**LIBRARIAN—ELECTRONIC LIBRARY SYSTEMS OR TECHNICAL CONSULTANT—ELECTRONIC LIBRARY SYSTEMS.** Clarkson University. Provide direction and technical expertise for all library related electronic systems. An MLS degree with specialization in electronic information systems or an MS in computer/information science is preferred. A BS in computer science will be considered. Thorough understanding of DOS, Windows, and Windows 95 required, Experience in working with these systems in a formal job setting preferred. Working knowledge of NT Systems, UNIX, OS2 and Novell highly desirable. Knowledge of HTML required. Knowledge of Perl/CGI and Java/JavaScript preferred. Willingness to keep up with developments in PC and workstation hardware and software and with new Web technologies required. Excellent presentation, oral and written communications skills required. Knowledge of and experience in using electronic information services required. Experience in library reference work desirable. Background in science, engineering or business fields desirable. Position will remain open until filled. Send resume to Gwendolyn Mitchell, Director of Human Resources, **Clarkson University**, PO Box 5542, Potsdam, NY 13699-5542. Clarkson University is an AA/EOE. POS # 99-96.

**REFERENCE LIBRARIAN/BUSINESS SUBJECT SPECIALIST.** Santa Clara University. Responsible for providing specialized reference, research consultation, instructional support, and collection development/resource management for accounting, agribusiness, decision and information sciences, economics, finance, management, and marketing. Shares responsibility for general reference service and participation in established instructional program with other librarians. Required: MLS, or equivalent, from ALA-accredited program and minimum two to three years professional experience; academic background or library experience in business collection management, instructional experience, and experience using electronic information resources in a broad range of subject areas; strong interpersonal and communication skills; and ability to work effectively in a dynamic, rapidly changing environment. Desirable: Second master's, knowledge of modern foreign language. Full Position Announcement available on request; call (408)554-6830. Rank at initial appointment will depend upon qualifications. 1997/98 salary range minimum \$33,600 at Assistant, \$38,000 at Senior Assistant, or \$42,800 at Associate Librarian rank. Santa Clara is a Jesuit university located 46 miles south of San Francisco in the heart of California's Santa Clara Valley. To receive full consideration, apply by July 10, 1997 to: Elizabeth M. Salzer, University Librarian, Michel Orradre Library, **Santa Clara University**, 500 El Camino Real, Santa Clara CA 95053-0500. Applications should include salary history and the names of three references. AA/EEO.

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