

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

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

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

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

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

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

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

POSITIONS OPEN

ASSISTANT DIRECTOR FOR COLLECTIONS. The University at Albany, SUNY seeks an innovative librarian to lead its collection development activities. This senior administrative position, reporting to the Dean and Director of Libraries, includes responsibility for managing a \$4.3-million collections budget and leadership, coordination and evaluation of the work of 12 bibliographers and selectors in building the library's collections, both print and electronic. Responsibilities also include oversight of Special Collections, University Archives, the Campus Records Center, and the Preservation Office. Albany is looking for an experienced leader, knowledgeable about the mission of a research library, with a keen sense of the evolving role of research libraries in the digital age. Advancing digital library development will be as important as maintenance of print collections. The Assistant Director will work actively with academic schools and departments to determine selective areas of excellence and growth, to be reflected in the Library's collection investment. As a member of the senior administrative group, the Assistant Director is responsible for developing and implementing the mission and goals and broad policy directions of the University Libraries. She or he will help lead the dynamic process of change in the transition to the digital library in a research environment. Research, publication, and service to the Libraries and University are expected to satisfy criteria for continuing appointment and promotion of library faculty at the University at Albany. Qualifications: Required: Graduate degree in librarianship from an ALA-accredited institution. Minimum of five years of successful, progressively responsible experience in developing research library collections. Successful management experience and a track record of creativity in developing library programs. Strong analytical and budget management skills; demonstrated ability to work across organizational boundaries and to lead effective teams. Working knowledge of the scholarly publications market and licensing of electronic information products. Must demonstrate excellent oral and written communication skills, organizational and planning skills. Must demonstrate leadership, interpersonal, and supervisory skills and an ability to manage change. Preferred: Subject specialization or an additional graduate degree, a notable professional record or national reputation, knowledge of computing technologies. Terms and Benefits: Twelve-month appointment; minimum sick leave and annual leave 15 days each per year; health insurance, major medical or Health Maintenance Organization and dental. Social Security coverage. TIAA-CREF or New York State Teacher's Retirement available (employee contributes 3%, University contributes 8%). Salary: Commensurate with education and experience. Salary minimum of \$67,000 + administrative stipend. Apply to: Anna Z. Radkowski-Lee, Library Personnel Officer, University Libraries-UL 112, University at Albany, State University of New York, 1400 Washington Avenue, Albany, NY 12222. Deadline: Review of letters of application and resumes will begin July 17, 2000. Please include the names, addresses, and phone number of three references we can contact. 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.

Salary guide

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

Connecticut	\$34,172
Delaware	\$22,500**
Illinois	\$30,096*
Indiana	varies*
Iowa	\$23,911
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$31,362*
New Jersey	\$33,785
North Carolina	\$27,641**
Ohio	\$25,198**
Pennsylvania	\$28,120*
Rhode Island	\$29,800
South Carolina	varies*
South Dakota	\$22,000
Texas	\$28,000
Vermont	\$26,464
West Virginia	\$22,000
Wisconsin	\$32,240

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

** These recommendations apply only to public librarians.

ASSISTANT MAP LIBRARIAN. John R. Borchert Map Library, University of Minnesota Libraries-Twin Cities Campus. <http://www.lib.umn.edu>. The University of Minnesota Libraries invites applications and nominations for the position of Assistant Map Librarian in the John R. Borchert Map Library. The University Libraries particularly encourages the candidacy of people with experience in multicultural and multiracial settings. Description of Unit: A premier cartographic collection and Regional GPO Map Depository Library, with holdings of 300,000 maps dating from the 16th century to the present, 330,000 aerial photographs, and 8,000 atlases; the Borchert

DIGITAL LIBRARY DIRECTOR

University of Minnesota Libraries-Twin Cities Campus

The University of Minnesota Libraries seeks an individual who will provide innovative and dynamic leadership in advancing the Libraries' technological and digital presence in the University and beyond. The Digital Library Director will plan and implement digital initiatives and will have responsibility for a variety of issues associated with digital technology including, but not limited to, intellectual property, access management, imaging, digital archiving, content development, technical infrastructure, and intellectual accessibility and service issues. The director will be advised and assisted by the Digital Library Steering Committee, whose membership includes University faculty, administrators, and library staff.

The Digital Library Director reports to the University Librarian and is a member of the Libraries' leadership team. This individual will have a principal role in integrating the Libraries' digital initiatives with the work of the University's Digital Technology Center (DTC), a new \$55 million facility, to be located in the renovated Walter Library. The DTC will house research facilities in such areas as data mining, digital asset management, Internet 2, genomics and informatics, e-commerce, network design and development, and wireless connectivity. The Digital Library Director will work closely with these academic and research programs and with the University's Office of Information Technology and Chief Information Officer.

The Digital Library Director will assist in representing the Libraries externally, working with organizations like the Digital Library Federation, Library of Congress, OCLC, Research Libraries Group, Consortium for Institutional Cooperation (CIC), and with individual partner institutions. Within the University, this individual will take the lead in relating the Libraries to programs and activities of DTC faculty as well as the digital initiatives of faculty who are not associated with the DTC. Included in this role is education of faculty on how the Libraries can contribute to their digital research agendas. Within the Libraries, the Digital Library Director will be assisted by the Digital Projects Coordinator and staff from other teams within the Libraries and will provide creative leadership in this expanding and important area.

The Digital Library Director should have an understanding of the potential for enhanced digital library services; demonstrated experience in using new technologies and applying them to library services and collections; knowledge of and success with external funding sources; experience in building partnerships with technology vendors; and managerial expertise commensurate with advanced technical knowledge.

QUALIFICATIONS: Required: Advanced degree in library science, information science, or computer science or other appropriate field; at least five years of progressively more advanced responsibilities in digital technology applications; excellent written and verbal communication skills; success in proposal writing and grantsmanship; ability to work in a team-based organization; experience in project management; demonstrated leadership ability; knowledge of library and research advances in digital technology; and an understanding of industry developments and directions. Preferred: Undergraduate degree in the sciences, and a second master's degree.

SALARY AND BENEFITS: This is a full-time, 12-month academic administrative appointment. Salary is very competitive, commensurate with qualifications. Excellent benefits and substantial moving allowance.

TO APPLY: Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to:

Linda DeBeau-Melting
Libraries Human Resources Office
University Libraries
499 Wilson Library
309 19th Ave. South
Minneapolis, MN 55455-0414

Please identify your application with number UL116. Applications will be accepted until the position is filled.

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, disability, public assistance status, veteran status, or sexual orientation.

<http://www.lib.umn.edu>

SOCIAL SCIENCES LIBRARIAN

California State University, Sacramento

CSUS seeks a motivated and energetic Social Sciences Librarian. This entry-level, tenure-track faculty position provides substantial opportunity for professional growth and development. The position reports to the Head of Reference and works with the Coordinators for Collection Development and Library Instruction. The Reference Department includes 15 librarians, six library assistants, and several part-time librarians and student assistants.

DESCRIPTION: Shares responsibility for reference service to students, faculty, and the general public at the Reference Desk; serves as the subject specialist in the following academic programs: Political Science/Government, International Relations, Public Policy, and related subjects; participates in the Library's instruction programs and provides specialized instruction in areas of subject specialty; serves as a resource with appropriate instructional faculty.

MINIMUM QUALIFICATIONS: MLS or equivalent degree from an ALA-accredited institution or equivalent international degree (must be completed by August 1, 2000); effective interpersonal skills and the ability to work with faculty and students in a culturally diverse environment; effective oral and written communication skills; ability to work effectively in a team and independently; demonstrated skill in using electronic information resources; knowledge of principles of collection development; demonstrated ability to provide effective public service; degree or significant academic preparation in Political Science/Government, International Relations, or Public Policy. Ability to teach.

PREFERRED QUALIFICATIONS: An advanced degree or significant academic preparation in Political Science/Government, International Relations, or Public Policy; experience working at a Reference Desk; demonstrated ability to effectively prepare, deliver, and assess instruction; demonstrated knowledge of Web page and presentation software; knowledge of and an interest in emerging technologies related to the social sciences; familiarity with non-English language(s); knowledge of principles of collection development in Political Science/Government, International Relations, or Public Policy.

APPOINTMENT: Probationary, 12-month, tenure-track, entry-level position at the Senior Assistant Librarian rank. Salary range: \$46,488-\$58,740. Librarians have full faculty status and excellent benefits. Library faculty must demonstrate professional competence, scholarly or creative achievement, and service to the University and community in order to meet university requirements for tenure and promotion.

APPLICATION PROCEDURES: Position is available September 1, 2000. Applications received by **July 15, 2000**, will receive first consideration. Position open until filled. Send a cover letter describing interest and qualifications, a complete résumé, and the names, addresses, phone numbers, and e-mails of three professional references to:

Patricia Larsen
Director and Dean of the Library
California State University, Sacramento Library
2000 State University Drive East
Sacramento, CA 95819-6039

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

CSUS is an affirmative action, equal opportunity employer.

Map Library also houses the Automated Cartographic Information Center, an award-winning GIS facility, and is closely aligned with the University of Minnesota's top-ranked geography department. Position Responsibilities: Perform original and copy cataloging, and metadata creation for Web Resources; participate in all other activities of the Map Library, including reference service using traditional resources and the digital resources of the Automated Cartographic Information Center; instruction; and conservation. Qualifications: Required: MLS degree from an ALA-accredited institution (or its foreign equivalent); good oral and written communication skills; knowledge of trends and issues in map librarianship; familiarity with bibliographic control and metadata concepts; ability to work effectively in a team environment and with a diverse clientele; strong interpersonal skills. Preferred: Academic background in geography or a related field; familiarity with digital spatial information and GIS; knowledge of metadata creation and application; knowledge of AACR2 Rev. and MARC21; experience with

HTML and Web page creation; and experience with electronic reference sources in geography. Type of Appointment/Salary: This is a full-time, 12-month, continuous appointment track, academic professional position with probationary appointment at the Assistant Librarian rank. Minimum salary: \$32,000. Excellent benefits and moving allowance. Recruiting Schedule: Position is available immediately. Applications will be accepted until the position is filled. Full position description is available at: <http://www.umn.edu/ohr/employ.html>, listed with Academic Professional positions by Job Number UL114. To Apply: Send letter of application, résumé, and names and addresses of three references to Linda DeBeau-Melting, Libraries Human Resource Office, University of Minnesota-Twin Cities, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455. Applications will be accepted until the position is filled. Please cite UL114 on application. 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

Brown University

MIDDLE EASTERN STUDIES LIBRARIAN

University Library: Position responsible for collection development, processing and cataloging of materials and public services in support of Middle Eastern Studies. Includes resources in both Middle Eastern and Western European languages, and in all subjects: History, language and literature, religion, politics, economics, anthropology. Duties include: selection of books, journals and other information resources in all formats, including electronic; ordering, cataloging, and other processing of materials in Middle Eastern languages; assisting Library users in locating and evaluating Middle Eastern Studies information; outreach to faculty, students and other Library users. Works closely with Middle Eastern Studies faculty in various departments. Reports to the Head of the Collection Development Department.

Requirements: Academic subject expertise (with post-graduate degree) in some aspect of Middle Eastern Studies. Reading knowledge of Arabic and another Middle Eastern language, preferably Persian or Turkish. Knowledge of, and experience with, standard cataloging procedures and tools, including bibliographic utilities. Ability to communicate effectively with faculty, students and Library staff. Ability to work independently as well as in concert with others, and to maintain enthusiasm for a constantly changing environment. Desired qualifications: MLS degree from an ALA-accredited library school; experience with collection development in a research library and familiarity and skill with current library technology. Salary: \$31,100.

For the above position, please send your resume to
Brown University, Human Resources, Box 1879,
Job# B00406, Providence, RI 02912

*Brown University is an Equal Opportunity,
Affirmative Action employer.*

Visit our website at: www.brown.edu

COORDINATOR OF LIBRARY INSTRUCTION

Purchase College, State University of New York (SUNY)

Seeking energetic and innovative librarian to help design and implement an expanded instructional program to meet information management competencies in the new SUNY general education plan. Presents an exciting opportunity to integrate research and information literacy skills across the curriculum at a college that features outstanding performing and visual arts conservatories and an excellent liberal arts program. Serves as principal instructor and as a resource for librarians participating in library instruction. Adapts and develops web-based classes and tutorials within the context of a campus-wide instructional technology initiative centered in the library. Assesses instructional needs and evaluates instructional services. Promotes the library instruction program through marketing and outreach. Regular reference desk and collection development responsibilities.

Required Qualifications: MLS from an ALA accredited program; demonstrated instruction and communication skills; familiarity with current library instruction practices; ability to work effectively in a collegial environment. **Preferred:** Subject Master's degree; experience developing, coordinating, and assessing instructional programs; and experience in applying new technologies to instruction. **Salary:** from 35,000, commensurate with qualifications and experience. Faculty rank: Senior Assistant Librarian; 12 month, tenure track. Excellent benefits.

Send letter of application, resume, and names of at least three references to:

**Robin (TOBI) Jacobs-Yanthis, Affirmative Action
Officer, Purchase College/SUNY, 735 Anderson
Hill Road, Purchase, NY 10577 e-mail:
human.resources@purchase.edu Review of
applications begins June 1, 2000 and continues
until position is filled. AA/EOE**

KENT STATE UNIVERSITY

DEAN OF LIBRARIES AND MEDIA SERVICES (Search Extended)

Kent State University is continuing its search for the position of Dean of Libraries and Media Services (LMS) with a revised anticipated appointment date of January 1, 2001. Applications and nominations continue to be invited and will be reviewed, as received, until the position is filled. To apply, applicants should send a letter highlighting qualifications for this position, a résumé, phone numbers, and e-mail addresses of three or more references to:

**Dr. Diedre L. Badejo
Chair, LMS Search
c/o Office of the Provost
Kent State University
P.O. Box 5190
Kent, OH 44242-0001**

For further information, visit our Web site at:
www.library.kent.edu/planning/dean.

Equal Opportunity, Affirmative Action Employer

race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

BIBLIOGRAPHIC INSTRUCTION COORDINATOR. Develop, coordinate, and teach in library instruction program with emphasis on curriculum-integrated information literacy; assist with pathfinders, Web page. Provide reference assistance; participate in collection development in all formats. **Required:** ALA-MLS, 30 additional graduate credits/2nd subject master's degree. 3 to 4 years' relevant experience; excellent instructional skills; demonstrated experience integrating technology with pedagogy. Subject strengths in curriculum areas, especially business and health sciences preferred. Tenure-track, Assistant/Associate Professor rank. Minimum salaries: \$46,349-\$50,968. Send letter of interest, indicating position desired, and c.v. to: Terri Campo, **Long Island University, 1 University Plaza, Brooklyn, NY 11201-8423.** Long Island University is the eighth largest private university in the U.S. It is recognized for strength in the liberal arts and sciences, health sciences, and library and information science, including a Ph.D. program in the latter. The Brooklyn Campus is located within easy access of Manhattan. It enrolls more than 8,200 students pursuing undergraduate and graduate degrees in the various colleges: Arts and Science, Pharmacy and Health Sciences, Education, Health Professions, Nursing, Business and Public Administration. The library, with a staff of 42, including 21 librarians, houses 235,000 volumes, 2,400 periodical subscriptions, and a collection of 24,000 AV resources. It provides 18 bibliographic databases for end-user searching. LIU is an EEO/AA employer.

CATALOGER. Getty Research Library has opening for full-time rare book cataloger. Prepares original bibliographic records for rare monographs in a variety of formats and languages for a scholarly program in art history and the humanities. **Requires:** ALA-accredited MLS and undergraduate degree in art history or related discipline or equivalent; reading knowledge of two European languages; 3-4 years' online cataloging experience including rare book cataloging; knowledge of AACR2, DCRB, MARC, LC Classification, LCRIS. Excellent written and verbal communication, organization, and interpersonal skills. Salary range starts at \$38,700; excellent benefits. Send cover letter and résumé to: Personnel Coordinator, **Getty Research Institute, 1200 Getty Center Dr., Suite 1100, Los Angeles, CA 90049-1688.**

CATALOGER. The Curtis Laws Wilson Library of the University of Missouri-Rolla invites applications for the position of Cataloger. UM-Rolla, one of four campuses of the University of Missouri, is the premier science

HEAD, CATALOG DEPARTMENT

Northeastern University Libraries

Northeastern University Libraries invites applications and nominations of individuals with vision, enthusiasm, and leadership ability for the position of Head, Catalog Department. The successful candidate will have the opportunity to lead the Libraries in the planning, development, and assessment of innovative programs for the organization, description, control of, and access to information resources, and to collaborate in the transformation of technical services.

RESPONSIBILITIES: Administer the Catalog Department, including the cataloging, classification and content analysis of resources, database maintenance of Library catalog systems, and physical processing and preparation of materials. Actively support and demonstrate commitment and sensitivity to diversity in the workplace. Ensure quality control and data integrity of the online public access catalog and Library holdings, and their linkages to networked and related systems. Establish cataloging policy and practices within the context of national and international standards, and in collaboration and consultation with other departments and libraries. Develop proposals for, negotiate, implement, and assess contract services. Assess the application of national and international cataloging, metadata and data definition standards. Research, test, and evaluate information systems and the effects of various search engines and retrieval techniques on the utilization of library management systems, virtual catalogs, and other databases. Participate in consortial and other professional activities associated with information retrieval and data description and access.

SETTING: Northeastern, an urban Carnegie Research II institution, is student focused and dedicated to a cooperative education/experiential learning model. A diverse student body of 16,000 undergraduates and 4,000 graduate students is enrolled in seven undergraduate colleges, nine graduate and professional schools, and two part-time undergraduate divisions. There also are active continuing education and distance learning programs. The Library holds membership in OCLC/NELINET, the Coalition for Networked Information Task Force, the Boston Library Consortium, and the Boston Regional Library System, and is a Commission on Preservation and Access sponsor. Visit the Library's Web site for more information: <http://www.lib.neu.edu/>.

QUALIFICATIONS: ALA-accredited MLS degree required; additional advanced degree desirable. At least 5 years' demonstrated successful experience in the management and supervision of cataloging and database maintenance activities in academic or research libraries. Demonstrated knowledge of national and international standards relating to the organization of knowledge, cataloging, classification, description and access, and emerging standards for digital resources. Demonstrated knowledge and experience with cooperative programs, consortia initiatives, and operational workflow analyses. Knowledge of trends and issues in academic libraries, higher education, scholarly communication, and emerging technologies. Ability to work with a wide variety of individuals at all levels. Strong service orientation. Commitment to staff development. Demonstrated commitment and sensitivity to diversity in the workplace. Excellent planning, analytical, communication, supervisory, project management, and organizational skills.

SALARY: Competitive, commensurate with qualifications and experience. Excellent benefits.

Review of applications will begin **June 23, 2000**, and continue until the position is filled. Please send letter of application, résumé, and the names of three references to:

Carol Chamberlain
Associate Dean, Technical Services and Systems
Northeastern University Libraries
320 Snell Library
360 Huntington Avenue
Boston, MA 02115

Northeastern University is an affirmative action, equal opportunity employer, and especially welcomes applications from minorities, women, and persons with disabilities.

and engineering campus of the system. It offers undergraduate and graduate degrees in science and engineering, and undergraduate degrees in the liberal arts. Within the library, nine professionals and 17 support staff serve 350 faculty and 4,500 high-ability students. The collection includes over 375,000 volumes and 1,500 periodical titles. UMR is also a selective depository for U.S. and Missouri government documents. The building provides a modern, open, pleasant work environment. Strong emphasis is

placed on cooperation with public services. The relatively small staff size and flexible organizational structure assure staff of active involvement in library concerns. Responsibilities: Perform original and complex copy cataloging for a variety of formats and in all subject areas; maintain MARC bibliographic and authority records using OCLC and a multicampus Innovative Interfaces system; establish name and series authority records; assist in analyzing and evaluating processes and in helping a department

Princeton University



MANUSCRIPTS CATALOGER

Princeton University Library
Princeton, New Jersey

Twelve-month temporary appointment.

THE PRINCETON UNIVERSITY LIBRARY: The Princeton University Library is one of the world's most distinguished research libraries. It employs a staff of approximately 320 librarians, professional technical workers, administrators, and support staff; it also has a large student and hourly workforce. Library operations are divided among 20 sites on campus, including a large central library. More information on the Princeton University Library may be found at the Library's Web site: <http://infoshare1.Princeton.EDU:2003/>.

The Library's Rare Books and Special Collections are particularly rich. The Rare Book Division is noted for its classical Latin texts, American history and literature collection and holds about 200,000 rare and historically significant printed volumes in Western languages. The Manuscripts Division holds an estimated 8,500 linear feet of materials covering five thousand years of recorded history and all parts of the world, with special strength in Western Europe, the United States, Latin America, and the Near East.

DESCRIPTION: The Department of Rare Books and Manuscripts (RBSC) in the Princeton Firestone Library seeks a full-time professional cataloger to deal with backlogs in the Manuscript Division. In the General Manuscripts Bound unit there are approximately 2,500 volumes dating from 1601 to the present. The position involves MARC-format cataloging of handwritten textual materials in English as well as one or more of the following languages (French, Latin, Italian, Spanish, and German). Authority work and related research is also involved.

QUALIFICATIONS: The successful candidate will hold an ALA-accredited master's in Library and Information Science or an equivalent combination of education and professional experience. The candidate should also have an academic background in the humanities and a minimum of one year of professional experience as a cataloger working with MARC format, preferably MARC AMC format cataloging. The successful candidate must have a good reading knowledge of at least one Romance language; knowledge of Latin is also desirable. Ability to read handwritten materials dating from 1601 to present will be essential. Experience with NOTIS and/or Endeavor is also desirable.

BENEFITS: Prorated: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Medical and other benefits.

SALARY & RANK: Dependent upon experience and qualifications.

Review of applications will begin on **May 30, 2000**, and will continue until the position is filled. Nominations and applications (résumé and the names, titles, addresses, and phone numbers of three references to be contacted) should be sent to:

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

Princeton University is an equal opportunity, affirmative action employer.

of four stay current on emerging trends in technical services; help resolve complex problems surrounding cataloging issues; represent the campus on committees charged with developing and enforcing cataloging standards. **Qualifications:** Required: ALA-accredited MLS; familiarity with the MARC formats and standard cataloging tools, including AACR2, OCLC, LC cataloging rule interpretations, and subject heading practices. **Desired:** Previous cataloging experience in an online environment, preferably in an academic setting; ability to use technology to accomplish technical services tasks; experience cataloging using III's INNOPAC. Salary and

Benefits: 12-month, nontenured faculty position at Librarian II level; \$28,000 minimum; 28 days' vacation annually and 8 paid holidays; vested retirement after five years; university medical and dental benefits package. **To Apply:** Please send a letter of application, résumé, and names of three current references to: Human Resource Services, Reference #51055, **University of Missouri-Rolla**, 1870 Miner Circle, Rolla, MO 65409-1050. Questions about the position may be directed to: Jean S. Eisenman, Director, Curtis Laws Wilson Library, (573) 341-4011, jse@umr.edu. UMR staff will recruit at the Placement Center at the ALA Annual Conference in Chicago, July 8-

10, 2000. Complete applications received by August 1, 2000, will be given first consideration; applications will be accepted until position is filled. The University of Missouri-Rolla is an equal opportunity, affirmative action employer committed to increasing diversity among faculty, staff, and students. Members of minority groups and persons with disabilities are encouraged to apply. Community: Rolla, a city of approximately 14,000, is located in the foothills of the Ozarks. Community services are excellent, as are educational and medical facilities. The scenic area offers ideal opportunities for those interested in outdoor activities such as canoeing, hiking, or fishing. The cultural and recreational advantages of St. Louis are available within two hours via interstate highway. The cost of living is reasonable. For additional information about the university and the community, see: <http://www.umsr.edu/~library/catpos.html>.

CATALOGER, PRINT AND DIGITAL MONOGRAPHS. Wichita State University Libraries. (Search Reopened) WSU Libraries seeks a creative and knowledgeable individual to be part of its Technical Services team. Wichita State University is one of the major research institutions in the Kansas state university system, and is located in the greater Wichita metropolitan area encompassing a population of over 500,000. Duties and Responsibilities: Reporting to the Head of Technical Services, the major responsibilities of the position include original and complex copy cataloging of monographic resources in a variety of print, nonprint, and digital formats following AACR2, MARC, and appropriate authority control standards. Other responsibilities include supervising 3.5 support staff, sharing database maintenance workloads, and keeping abreast of national standards for bibliographic control of library materials; contributing to departmental policy, planning, and procedures development; participating in strategic planning; and engaging in professional service and scholarship related to the discipline. The position will be one of three catalogers in a department with 12 support staff. Required Qualifications: ALA-accredited graduate degree. Any combination of experience in cataloging, cataloging course work, or paraprofessional cataloging of monographic materials that equals one year. Demonstrated knowledge of cataloging principles and procedures, including AACR2, LC subject headings, LC classification, and MARC. Experience in using an online cataloging system. Excellent interpersonal skills. Demonstrated evidence of being self-motivated and able to work independently and successfully in a collegial environment. Demonstrated potential to meet the Libraries' tenure and promotion requirements. Must be eligible to work in the United States. Preferred Qualifications: One or more years of professional cataloging experience within the last five years, in a medium-sized or large academic library. Familiarity with government documents and SuDoc Classification, knowledge of COARC and other metadata principles, experience with authority control. Supervisory experience. Reading knowledge of one or more foreign languages. An additional graduate degree in an academic discipline. Salary and Benefits: Minimum salary, \$32,000 for a 12-month appointment. Academic rank and salary negotiable depending on experience and qualifications. A tenure-eligible faculty appointment. Excellent fringe benefits including TIAA-CREF, Blue Cross/Blue Shield, and HMOs. Twenty-two days' annual leave. Application: Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to be received by June 30, 2000, to: Sha Li Zhang, Search Committee Chair, Abiah Library, Box 68, Wichita State University, Wichita, KS 67260-0068. Wichita State University is an affirmative action, equal opportunity employer. Women and minorities are especially encouraged to apply.

CURATOR. (Librarian/Sr. Librarian). American and British History Collections, Stanford University. The Stanford University Libraries seeks a subject specialist with graduate training in American or British studies to develop and manage general and special collections supporting those areas. The scope of your responsibilities will include published texts in all formats, printed and electronic, as well as unpublished primary resources. You will also provide advanced reference and bibliographic assistance and may teach a graduate seminar or colloquium on research methods and resources in American and British history. As a member of the curatorial team, you will actively participate in the new Humanities and Area Studies Resource Center, a central library resource for reference and collection-related services and support for research and teaching in the humanities and area studies. Requirements: An MLS from an ALA-accredited library school or equivalent in training and experience, substantial knowledge of and experience in academic or research libraries and the research environment in a major university, and advanced graduate work in American and British history (Ph.D. preferred). Demonstrated knowledge of the distribution and sources of materials in American and British history, relevant professional accomplishments (scholarly publications, teaching experience, and library-related publications/presentations), and effective interpersonal and oral/written communication skills are essential. Reading knowledge of one or more foreign languages is desirable. Librarian Salary Range: \$50,000-\$60,000. Senior Librarian Range: \$60,000-\$72,000. Compensation will be based on relevant qualifications and experience. For consideration, send a cover letter, a complete statement of qualifications, a full résumé of education and relevant experience, and the names and addresses of three references to: Carol Olsen, Director of Human Re-



Associate Dean of Libraries

POSITION

We are seeking a person of skill and vision to join a dynamic leadership team as Associate Dean of Libraries and to implement our Strategies for a

New Millennium. The position will appeal to a leader with knowledge of library administrative matters and with the professional potential to adapt to and accommodate the revolutionary transformation faced by libraries. The Associate Dean will serve as the deputy to the Dean of Libraries in overall management, planning and decision-making. The library management team of the Dean and Associate Dean will offer broad leadership in academic and professional issues, with the introduction of new technology and organizational development to a dedicated library faculty and staff. This position will play a vital role in a number of key activities, including continuous short and long-term planning, budget development, managing facilities, and drafting annual reports and similar documents, promoting faculty/staff development, communicating with service providers and vendors, and analyzing library issues. The salary range is \$46,000-\$61,000, with excellent benefits.

QUALIFICATIONS

Requirements include an ALA-accredited MLS degree; second master's or doctorate, and three years of increasingly responsible experience in a library. Applicants must also have a working knowledge of modern academic libraries, current trends in the profession, emerging technologies, and modern management methods for organizational development. The position requires a commitment to excellence in library services, strong interpersonal, oral, and writing skills, ability and willingness to work collaboratively and to foster cooperation with various constituencies across the university and the state system of higher education. To be a finalist the candidate must be able to communicate well and perform well in the interview(s).

UNIVERSITY/COMMUNITY

Information about IUP and the library is available at www.iup.edu. For information on the community of Indiana, Pennsylvania see www.indianapa.com.

HOW TO APPLY

Submit cover letter and resume to Search Committee-Associate Dean of Libraries, Stapleton Library, Room 203, Indiana University of PA, 431 S. Eleventh Street, Indiana, PA 15705. Include names, addresses, and phone numbers of three professional references. Applications must be postmarked by July 31, 2000. For a full position announcement see www.iup.edu/humes/jobline or contact the Office of Human Resources at (724) 357-2431. IUP is an Affirmative Action/Equal Opportunity employer committed to excellence through diversity.

Indiana University of Pennsylvania

sources, Stanford University Libraries, 590 Escondido Mall, Stanford, CA 94305-3090. This position is open until filled. For information on this and other positions, see us on the Web at: <http://www.sul.stanford.edu/depts/humes.AA/EEO>

DEAN OF UNIVERSITY LIBRARY. Southwest Baptist University. SBU offers graduate and undergraduate programs, is affiliated with the Missouri Baptist Convention, and is accredited by the North Central Association. Candidates must have an MLS degree, an earned doctorate, appropriate administrative experience, excellent communication and interpersonal skills, a commitment to effective use of technology, and must be evangelical



LIBRARY INSTRUCTION COORDINATOR

The State University of New York College at Geneseo seeks an enthusiastic, effective teacher to develop and direct a campuswide initiative, teaching information management and research skills to undergraduate students. Responsibilities include management, assessment, and promotion of a new instruction program, supervision and mentoring of library teaching faculty, teaching classes, and working closely with faculty from the academic departments and the College Writing Center staff.

REQUIRED QUALIFICATIONS: Demonstrated strong interest, experience, and skill in the teaching/learning process involving undergraduate students; evidence of leadership potential; effectiveness in college teaching; experience in mentoring colleagues; commitment to high-quality undergraduate instruction using a variety of instructional modalities; strong public speaking and written presentation skills; ALA-accredited MLS or other appropriate master's degree; evidence of effective management of multiple projects and priorities; record of working effectively both in a team environment and independently; good background in use of information technologies and information retrieval software.

PREFERRED QUALIFICATIONS: Demonstrated commitment to the instructional mission of the academic library permeated with information technology; interest and experience in instructional design and outcome assessment methodologies; previous teaching experience in library research methods, English composition, or other relevant subject areas; demonstrated skill designing print and Web-based instructional materials.

This is a 12-month, full-time, tenure-track faculty position with attendant expectations for professional competence, service, and scholarship. Initial appointment is for two years. Academic rank and salary (\$38,000 minimum) are commensurate with qualifications and experience. Attractive benefits package. Additional information can be found at: <http://library.geneseo.edu/libraryinfo/ourlib2.shtml>.

Interested persons should send a cover letter, résumé, evidence of teaching effectiveness, and names, addresses, and phone numbers of three references. Review of applications will begin **June 1, 2000**, and continue until position is filled. Anticipated starting date is August 2000. Applications should be sent to:

Library Instruction Coordinator Search Committee
c/o Director's Office
Milne Library
State University of New York College at Geneseo
1 College Circle
Geneseo, NY 14454

Geneseo is an AA/EEO employer and is especially interested in increasing diversity in its faculty, staff, students, and administrators.

Christians who are active Southern Baptists. For additional information, consult the posting at: <http://falcon.sbuniv.edu/about/jobs.htm>. Twelve-month, faculty tenure-track position with excellent benefits. Salary is negotiable. Review of applications begins immediately and will continue until position is filled, with a target date of July 1, 2000. Submit a résumé and request an application, or send a letter of nomination, to: Dr. Bing Bayer, Chair of Search Committee, **Southwest Baptist University**, 1600 University Avenue, Bolivar, MO 65613.

DIRECTOR OF LIBRARY. The New York State Historical Association seeks a Library Director to provide overall administration and management of its 85,000-volume Research Library specializing in American and New York State history. The library, which is staffed by five full-time employees, primarily serves museum staff, graduate students, and Association members. The Association's Library, Fenimore Art Museum, and The Farmers' Museum are located just outside the historic village of Cooperstown, situated on the shores of Otsego Lake in beautiful upstate New York. Duties include development and implementation of all library policies and procedures; development and oversight of library budget and financial administration; management of all library personnel; care and maintenance of the library's collection, including acquisitions, preservation, and cataloging; design and delivery of all library services, public programs, and educational endeavors; and selection and implementation of appropriate library technologies. The Director represents the library, serving as an institutional advocate in professional associations and participates in long-term

planning; oversees planning and implementation of capital improvements; and assists in fundraising efforts. Qualifications include ALA-accredited MLS degree, undergraduate degree preferred in history or related topic; minimum of five years' professional experience in increasingly responsible positions, preferably in a research or professional library environment; evidence of successful experience in library management and personal supervision; strong interpersonal and communications skills; and knowledge of and experience with contemporary library technologies. This position offers a competitive salary and excellent benefits package. Send résumé, references, and cover letter by June 30, 2000, to Human Resources Manager, **New York State Historical Association**, P.O. Box 800, Cooperstown, NY 13326.

DIRECTOR OF THE LIBRARY. Saint Mary-of-the-Woods College invites applications for the position of director of the library effective July 1, 2000. Saint Mary-of-the-Woods is a private, Catholic, liberal arts college for women. The college enrolls 1,200 students in an undergraduate resident program for traditional students, an undergraduate external program for adult women, and master's programs for women and men. The library holds over 150,000 volumes and houses several special collections. The library building also serves as a facility for campus and community programs. The library director reports to the vice president for academic affairs and holds faculty rank. Responsibilities: The director is responsible for the general administration of the library, including planning, budgeting, collection development, staff supervision, and evaluation. The director

THE COLLEGE OF NEW JERSEY

BIBLIOGRAPHIC CONTROL LIBRARIAN

The College of New Jersey is a highly selective, comprehensive, residential institution recognized as one of the outstanding colleges in the country. The College, located in suburban Ewing Township, NJ enrolls approximately 5,800 undergraduate and 900 graduate students. We have a full time, tenure-track position available for a Bibliographic Control Librarian. **Responsibilities:** provide leadership in cataloging and authority control; create original and revise copy cataloging; develop policy and procedures for cataloging materials in all formats including government documents, serials and electronic resources; coordinate the work of three part-time professional catalogers; train and supervise three paraprofessional catalogers. **Requirements:** ALA-accredited Master's degree; at least three years professional-level recent cataloging experience; extensive knowledge of cataloging standards including AACR2R, LCSH and LC Classification, MARC21, CONSER, OCLC; awareness of emerging metadata standards; excellent communication, interpersonal and problem solving skills; initiative, flexibility and a strong service orientation are essential. **Preferred:** management experience; knowledge of Voyager, familiarity with DDC; an additional graduate degree. Research/scholarly activity, service on committees, and active participation in profession expected for tenure.

Salary range: \$41,319 - \$61,970. A review of applications will begin on May 30 and continue until the position is filled. Please send cover letter, resume, and names and telephone numbers of 3 references to: Ms. Ellie Fogarty, Chair, Search Committee, Roscoe L. West Library, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718. To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer.

For further information about The College visit our website at: <http://www/tcnj.edu>



HARVARD
COLLEGE
LIBRARY

PHILIP HOFER CURATOR OF PRINTING AND GRAPHIC ARTS HOUGHTON LIBRARY

The Philip Hofer Curator of Printing and Graphic Arts in the Houghton Library is responsible for managing the Department of Printing and Graphic Arts. Reporting to the Librarian of the Houghton Library, the Curator manages the collection of printing and graphic arts which documents the history of letter form, printing, and illustration from the 8th century to the present. The collection includes illuminated and calligraphic manuscripts, printed books, drawings for book illustration, prints, type specimens and photographs.

The Curator has primary responsibility for the development and use of the collection through acquisitions, correspondence, exhibition and publication. The Curator supervises one professional and one support staff member and works with the Librarian and other heads of departments within Houghton in long-term planning and establishment of policies.

The Houghton Library is the primary library for rare books and manuscripts at Harvard University and includes more than 600,000 rare books, over 10 million special materials, including manuscripts, photographs, a premier collection devoted to the art of the book, and a collection on the history of the theatre and the performing arts. The Houghton Library with its FTE staff of 35 actively supports research and instruction by acquiring, cataloging, and preserving literary, rare, historical, and visual materials and through the provision of courses, lectures, seminars, exhibitions, and publications.

The successful candidate will have an M.L.S. and/or an advanced degree in an academic discipline related to the holdings of the collection. Significant experience within a special collections library, preferably within an academic setting, including supervision of staff and proven skills working with a variety of people. Experience with diverse research resources preferred. We are searching for an individual who will bring energy and imagination to this key position as well as a willingness to work in close cooperation with colleagues in shaping the future of the Houghton Library.

Harvard University offers a competitive program of benefits. Appointment salary dependent on qualifications and experience. The review of applications will begin immediately and continue until the position is filled. Interested parties are invited to submit a letter of application addressing position qualifications, a resume, and the names, addresses, telephone and fax numbers of three references to: Resume Processing Center, Harvard University, Requisition #5040, 11 Holyoke Street, Cambridge, MA 02138. Or apply online to: www.br.harvard.edu/employment/jobs.html

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

HARVARD UNIVERSITY



MIDDLE EASTERN STUDIES LIBRARIAN

University of California, Santa Barbara

The University of California, Santa Barbara, one of nine campuses of the University of California system, is seeking a Middle Eastern Studies Librarian. Reporting to the Area, Ethnic, and Gender Studies Collection Coordinator and working closely with the Principal Cataloger, the librarian works individually and as part of a team to provide reference, cataloging, bibliographic, and instructional services to students, faculty, staff, and the university community.

Has responsibility for all aspects of collection management and development for assigned subjects such as Islamic and Near Eastern Studies. Liaison work includes collaboration with the Center for Middle East studies and the faculty to promote and support interest in Middle East Studies throughout the university and the community.

Provides reference assistance and participates in the library's instruction program. Has responsibility for scheduled reference service in all social sciences and humanities disciplines, research consultation, electronic reference, and online searching. Includes some evening and weekend assignments. Working under the general direction of the Principal Cataloger, catalogs library materials in Arabic, Persian, Hebrew, and Turkish. Has responsibility for the development and maintenance of printed and electronic guides to specialized library resources.

ALA-accredited MLS. Scholarly competence in Arabic language as well as knowledge and understanding of Middle East culture. Reading knowledge of Persian, Turkish, or Hebrew language. Demonstrated experience in reference, collection development, and bibliographic instruction. Cataloging experience, including experience with LC classification, LCSH, LCRI, AACR2, MARC formats and familiarity with a bibliographic utility, preferably OCLC. Strong commitment to excellence in public service and the ability to work effectively in a culturally diverse environment. Demonstrated initiative, flexibility, creativity, and the ability to handle multiple responsibilities. Evidence of an understanding of the publishing and book trade in the Middle East as well as methods of acquiring materials. Ability to work effectively with faculty, students, staff, and the community. Excellent oral, written, and interpersonal communication skills.

Hiring range is \$40,248-\$57,984 based on qualifications and experience. Consideration of applications begins **July 14, 2000**, and continues until the position is filled. Send résumé, and names and addresses of three references to:

Detrice Bankhead
Associate University Librarian
Personnel, Davidson Library
University of California
Santa Barbara, CA 93106

For the complete job announcement, visit: <http://www.library.ucsb.edu>.

The University of California is an equal opportunity, affirmative action employer and invites applications from all who meet the stated qualifications.

provides the leadership to make the library the intellectual center of the campus and maintains linkages with other libraries. Director shares evening and weekend duties with staff. Qualifications: MLS or equivalent; minimum of five years' library experience; evidence of progressively responsible administrative experience; demonstrated knowledge of management of library facilities; extensive experience with information technology used to support library operations; familiarity with OCLC cataloging and interlibrary loan procedures; evidence of strong interpersonal, communication, and organizational skills; understanding of the role of the library in a small liberal arts college; and strong service orientation. Review of applications will begin May 15, 2000, and continue until the appointment is made. A letter of application, complete résumé, and names, addresses, and phone numbers of three references should be sent to: Connie Bauer, Vice President for Academic Affairs, **Saint Mary-of-the-Woods College**, Saint Mary-of-the-Woods, IN 47876-1099. EOE/AA.

ELECTRONIC RESOURCES LIBRARIAN. (Non-Tenured Faculty) University of Maryland Libraries. Responsibilities: Serves as primary contact and resource for licensing issues for a growing array of locally acquired electronic databases and journals, as well as resources acquired in consortium with other institutions of the university system, the state, and mid-Atlantic region. Serves as a member of the Acquisitions Management Team and the Maryland University System Access Library Databases

Team (MdUSA). Assists in monitoring acquisitions workflow. Qualifications: Required: ALA-accredited master's degree in Library Science. Experience: Three years' progressively responsible relevant experience required. At least two years' experience in acquisitions activities in a large university library. Excellent communication and interpersonal skills. Preferred: At least one year with responsibility for one or more functions relating to electronic resources. Extensive knowledge of acquisitions methods and procedures for both serials and monographs. Extensive knowledge of the acquisition and licensing of electronic databases and journals on behalf of individual institutions and consortia. Extensive knowledge of the book and subscription trade. Experience with HTML and metadata. Salary: Commensurate with qualifications and experience. Excellent benefits. Applications: For full consideration, submit a cover letter and a résumé and names/addresses of three references by June 23, 2000. Applications accepted until the position is filled. Send résumé to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. You may also fax your résumé: (301) 314-9960. Libraries Web address: <http://www.lib.umd.edu/UMCP>. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

ENGINEERING LIBRARIAN, ARTS & ENGINEERING LIBRARIES. University of Michigan. The University Library collections and services

HEAD, COLLECTIONS SERVICES

The University of Connecticut (Search #00A387)

The University of Connecticut Libraries seek a forward-thinking, energetic individual to help lead the Libraries into an increasingly electronic future. Reporting to the Director of Library Services, the Head of Collections Services is responsible for the Libraries' collection development, acquisitions, cataloging, preservation, and stacks management programs, comprising 30 FTE staff and a collections budget of approximately \$4.5 million. Area Heads exercise significant budgetary and managerial responsibilities and serve as leaders, mentors, and facilitators. The incumbent, together with the Director and five other Area Heads, form the Libraries' Leadership Council, the principal decision-making body. Leadership Council has systemwide responsibility for strategic planning, personnel and resource allocation, organizational visioning, and the formulation of librarywide priorities, goals, policies, and procedures. The complete job description is available at: <http://www.lib.uconn.edu/jobopps/>.

SPECIFIC REQUIREMENTS: An ALA-accredited MLS degree in library or information science and 3–5 years of library managerial/supervisory experience; ability to lead and mentor staff and facilitate interpersonal relationships; working knowledge of library collection development and technical services; budget management and vendor relations skills; knowledge of integrated library information systems; ability to apply technology to a diverse range of library applications; familiarity with licensing concepts for electronic information resources; strong public service orientation; demonstrated facilitation, leadership, and evaluation skills; and excellent written and oral communication skills.

DESIRABLE REQUIREMENTS: A record of relevant professional publications and activities; experience in a team-based environment; and a second master's degree.

UNIVERSITY SETTING: The University of Connecticut, established in 1881, is a Carnegie Research I University. It was recently cited as one of the top 20 public national universities and is engaged in UConn 2000, an ambitious ten-year, \$1 billion campus building project. The main campus, situated in Storrs on 3,100 acres of woodlands and rolling hills, is located approximately 30 miles from Hartford, the state capital, and midway between Boston and New York City. There are approximately 21,750 students systemwide.

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

COMPENSATION: Anticipated hiring salary: high \$60,000s to low \$70,000s. University benefits include 22 paid vacation days/year, 12 paid state holidays, excellent health and retirement plans, and tuition waivers.

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

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

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

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

supporting the College of Engineering are located in the new state-of-the-art Media Union building on the North Campus of the University of Michigan, Ann Arbor. It is one of the largest and most digitally enabled engineering libraries in the country. This position will join an energetic team of librarians and information professionals working in the areas of

engineering, art, architecture, media, and music. This position is a full-time appointment available immediately. Duties: Will provide selection, liaison, reference, and instruction responsibilities in support of the Electrical Engineering and Computer Science Department. The UM College of Engineering is consistently ranked as one of the top engineering

PUBLIC SERVICES LIBRARIAN

Columbia Theological Seminary

Columbia Theological Seminary invites applications for the position of Public Services Librarian of the John Bulow Campbell Library.

RESPONSIBILITIES: Provide quality reference services in response to the information needs of faculty, students, staff, and other library users. Coordinate the staffing and services of the central Reference Desk. Provide effective leadership in the introduction of new public services, the evaluation of existing services, and the development of policies and procedures in response to the evolving needs of reference and other information services. Work constructively in a collegial environment to design and implement programs and services that support teaching, learning, and research. Manage the content development of the library's Web pages. Provide instruction in the use of library resources and services.

QUALIFICATIONS: MLS degree from an ALA-accredited program. Graduate degree in theology or religion preferred. Experience in meeting user information needs in an academic environment, especially in the areas of theology and religion. Familiarity and comfort with print, nonprint, and Web-based reference tools. Ability to conduct effective reference interviews. Demonstrated strong commitment to delivering quality public service. Experience with library computer applications. Enthusiasm for meeting the challenges of providing information in the midst of both innovation and tradition.

SETTING: Columbia Theological Seminary, a center for theological education of the Presbyterian Church (USA), offers master's and doctoral level degree programs and lifelong learning opportunities. The Seminary is committed to academic excellence, leadership development, student success, and service to the church and society, and is located on a beautiful campus in suburban Atlanta. See <http://www.ctsnet.edu>. The John Bulow Campbell Library serves approximately 450 FTE faculty and students, operates out of a newly expanded and renovated facility (1996), and participates in the GALILEO project (<http://www.galileo.peachnet.edu/>), the Atlanta Regional Consortium for Higher Education (<http://www.atlantahighered.org/>), and SOLINET (<http://www.solinet.net>).

This professional position includes excellent benefits. Salary is based on experience and qualifications (minimum \$38,000). The position is open immediately. Deadline for applications is **June 30, 2000**.

To apply, send cover letter, résumé, and the names of three references to:

**Library Search
Columbia Theological Seminary
P.O. Box 520
Decatur, GA 30031-0520**

For more information, send e-mail to ref-desk@ctsnet.edu.

schools in the country. Qualifications: Required: MLS from an ALA-accredited school; BA/S degree in an appropriate field (e.g., engineering or science) or equivalent experience; two or more years' experience in a research library; experience supporting online catalogs, databases, and Internet resources in a networked environment; excellent oral and written communication skills; ability to work effectively as part of a team of information specialists working with culturally diverse faculty, students, and staff. Desired: An advanced degree in engineering, science, or other relevant area; training or teaching experience. Rank is anticipated at either Assistant or Associate Librarian depending on experience and qualifications. Salary and Leave: Final salary dependent on qualifications. (Minimum salary at Assistant, \$32,000; at Associate, \$35,500) Position receives 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 copy of résumé to: Karen Downing, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. (For further information, please call (734) 764-2546 M-F, 8:00 a.m.-5:00 p.m. EDST.) Application Deadline: Applications received by June 30, 2000, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

GOVERNMENT DOCUMENTS AND ELECTRONIC RESOURCES LIBRARIAN. The I.D. Weeks Library, University of South Dakota, seeks an energetic team player who is willing to participate in a changing and

dynamic learning environment. Primary responsibility is to provide in-depth document reference service in a state/federal/regional depository library. Works collaboratively with the Web Resources Librarian revising and updating the government documents Web page. Identifies and links electronic sources to the Library's Web page to provide efficient access to information resources. Provides service at the reference desk and actively participates in the library's bibliographic instruction and collection development programs. Faculty rank, tenure-track position, 12-month appointment. Qualifications: Minimum qualifications include ALA-accredited MLS; knowledge of federal depository guidelines and practices; experience with print, electronic, and Internet government information resources; knowledge and interest in educating library users; ability to work effectively with colleagues and diverse clientele; effective written and oral skills. Additional desirable qualifications include: 1) second master's degree in a subject field (will be required for tenure and promotion); 2) reference experience; 3) experience using HTML and developing Web pages; 4) teaching experience. Salary: Commensurate with qualifications and experience. Application Procedure: Submit letter of application, résumé, and the names, addresses, and telephone numbers of three references to: Gov/Doc & Elec. Resources Librarian Search Committee, I.D. Weeks Library, University of South Dakota, 414 East Clark Street, Vermillion, SD 57069-2390. Application Deadline: Review of applications will begin June 26, 2000 and will continue until position is filled. The University of South Dakota is an equal opportunity, affirmative action employer.

ASSISTANT HEAD, ACCESS SERVICES

Northeastern University Libraries

Northeastern University Libraries invites applications from and nominations of individuals with enthusiasm, energy, creativity, and leadership skills to participate in the operational management and continuous improvement of access services in an environment undergoing rapid transformation. The successful candidate will be experienced in planning, implementing, managing, and evaluating services, knowledgeable of current trends in the provision of information in an academic environment, familiar with the technology needs of access services, and have strong supervisory skills.

RESPONSIBILITIES: Manage and participate in the daily operations of circulation, billing, reserve services, stack maintenance, interlibrary loan, photocopying, security, and building operations. Hire, train, supervise, schedule, and evaluate staff (11 FTE career and 40 FTE casual, including evening and weekend staff). Set and promote standards of service excellence. Recommend and implement policies and procedures, and assure operations compliance. Oversee billing and the collection of library fines. Monitor photocopy service and equipment maintenance. Participate in strategic planning and in the development of short- and long-term goals for Access Services. Plan and implement digital and self-service initiatives. Oversee provision and marketing of services using the Libraries' Web pages. Coordinate the collection of operational statistics and participate in its analysis. May participate in collection development, reference, and/or bibliographic instruction. Occasional weekend and evening duties may be required.

SETTING: Northeastern, an urban Carnegie Research II institution, is student focused and dedicated to a cooperative education-experiential learning model. A diverse student body of 16,000 undergraduates and 4,000 graduate students is enrolled in seven undergraduate colleges, nine graduate and professional schools, and two part-time undergraduate divisions. There also are active continuing education and distance learning programs. The library holds membership in OCLC/NELINET, the Coalition for Networked Information Task Force, the Boston Library Consortium, and the Boston Regional Library System, and is a Commission on Preservation and Access sponsor. Visit the Library's Web site for more information: <http://www.lib.neu.edu/>.

QUALIFICATIONS: ALA-accredited MLS degree. At least two years' experience including: effective supervision, budgetary responsibility, and project planning and management in access services or related activities, preferably in an academic library. Ability to thrive in a rapidly changing environment. Excellent organizational, analytical, planning, interpersonal, and oral and written communications skills. Attentive to detail. Service-oriented, energetic, innovative, self-motivated, and resourceful. Must have experience in, or a demonstrated commitment to, achieving and working with a diverse staff and student population. Ability to perform related physical activities, such as lifting books and pushing fully loaded book trucks. Able to work occasional weekend or evening hours. Knowledge of library management systems and networks, OCLC, HTML, and Web publication.

SALARY: Competitive, commensurate with qualifications and experience. Excellent benefits.

Review of applications will begin **June 23, 2000**, and continue until the position is filled. Please send letter of application, résumé, and the names of three references to:

Lesley A. Milner
Head, Access Services
Northeastern University Libraries
150 Snell Library
360 Huntington Ave.
Boston, MA 02115

Northeastern University is an affirmative action, equal opportunity employer, and especially welcomes applications from minorities, women, and persons with disabilities.

HEAD OF CATALOGING AND ELECTRONIC ACCESS. University of Houston Libraries. Responsibilities: Under the general direction of the Assistant Dean for Bibliographic and Access Services, the department head provides leadership and management for services and staff in copy and original cataloging, and database maintenance. This position provides direction for four librarians and approximately 17 support staff responsible for cataloging library resources, providing links from the catalog to Web resources, maintaining the online catalog, and labeling materials for the shelf. Promotes the use of the latest technologies, concepts, and practices that support the organization of and access to electronic information,

including the use of metadata. Qualifications: Master's degree from an ALA-accredited library school. Successful supervisory experience. Knowledge of AACR2, LC classification, LC subject headings, MARC formats, the major bibliographic utilities, and evolving metadata standards. Excellent analytical, interpersonal, written, and oral communication skills. Interest in new approaches for creating access to electronic information sources is strongly preferred. Salary: \$50,000. Excellent benefits package. Application Deadline: Applications will be accepted until the position is filled. Send letter of application, names of three references, and résumé to: John Lehner, Library Human Resources Director, M.D. Anderson Library,

ENGINEERING/PHYSICAL SCIENCES LIBRARIAN

New Mexico State University Library, Las Cruces, New Mexico

RESPONSIBILITIES: The Engineering/Physical Sciences Librarian provides information services in an engineering, science, agriculture, and business environment, including some night and weekend hours. Provides library/information instruction, workshops, and consultation for student and faculty researchers primarily in engineering and physical science departments. Responsible for collection development and serves as faculty liaison to assigned departments. Responsible for maintaining the library's codes and standards collection. Cultivates and maintains strong working relationships with faculty as well as an understanding of the research and teaching programs in assigned areas. In addition to excellent job performance and a commitment to continual development of expertise in the disciplines served, the successful candidate will be committed to professional growth and service, in keeping with university standards for promotion and tenure.

REQUIRED: MLS degree from an ALA-accredited program. Demonstrated knowledge of traditional and electronic reference sources in engineering and science; ability to work independently as well as in a team environment. Ability to carry out library instruction sessions for assigned departments. Understanding of information needs of engineers and scientists and the application of information technologies to serving these populations. Effective written and oral communication skills.

DESIRED: Experience in engineering or physical sciences reference. Evidence of active interest in engineering and science. Ability to locate and develop instructional materials and Web sites. Degree or a combination of training and experience in an engineering or physical science field.

SALARY AND BENEFITS: \$30,000 minimum, depending on qualifications and experience. Tenure-track appointment with a 12-month contract, 22 days' annual leave, retirement options, health insurance, good benefits package.

APPLICATION DEADLINE: Applications must be postmarked on or before **June 24, 2000**. Send cover letter, résumé, and the names, addresses, phone numbers, and e-mail addresses of three current references to:

**Kate Shaughnessy
New Mexico State University Library
P.O. Box 30006
MSC 3475
Las Cruces, NM 88003**

For additional information about the Library and the University, see the following sites: <http://lib.nmsu.edu/> and <http://www.nmsu.edu/>.

Offer of employment is contingent upon evidence of individual's eligibility for employment in the USA.

NMSU is an equal employment opportunity, affirmative action employer.

University of Houston Libraries, Houston, Texas 77204-2091. For a more detailed position announcement, see: <http://info.lib.uh.edu/local/positions.htm>. The University of Houston is an equal opportunity, affirmative action employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.

HEAD OF REFERENCE SERVICES. The Geisel Library of Saint Anselm College is accepting applications for the position of Head of Reference Services. Saint Anselm is a Catholic liberal arts college with a student population of some 2,000 students located near Manchester, New Hampshire. The Library itself contains over 200,000 volumes and an active serials list of some 2,500 including online full-text titles via EBSCOHOST. The Reference collection includes 4,000 volumes accompanied by a host of online and CD-ROM sources. Geisel is an innovative library and is available on the Web (www.anselm.edu/library/). The Head of Reference is responsible for coordinating reference services and supervising a staff consisting of two professionals, two support staff, and student assistants working in both reference and interlibrary loan. Other duties include serving on the reference desk, assisting in online searches, and overseeing library instructional programs and maintaining the Geisel homepage. Qualifications: ALA-accredited MLS with five years of experience in an academic library. Excellent oral and written communication skills and a strong disposition toward working with undergraduate students on all levels of library service. Knowledge of online searching techniques, HTML, and library instructional programs also essential. Salary competitive and related to applicant's educational background and work experience.

Interested candidates may send a cover letter, résumé, and the names, addresses, and telephone numbers of three professional references to: Human Resources, **Saint Anselm College**, 100 Saint Anselm Drive, Manchester, NH 03102-1310. Saint Anselm College is an equal opportunity employer.

HUMANITIES AND SOCIAL SCIENCES LIBRARIAN. University of North Texas. The Humanities and Social Sciences Librarian is one of six librarians who provide reference and informational assistance at the General Reference Desk, through the Online Reference Help Desk, and through individual reference consultations. As part of this team, the librarian's schedule requires at least one evening a week as well as participation in a weekend rotation. The librarian conducts library instruction sessions, prepares Web pages and bibliographies, participates in the development and evaluation of the libraries' collection, provides training to staff, and performs other duties as assigned. The librarian may also have one or more liaison assignments. Reports to the Head of Humanities and Social Sciences. Must be able to meet expectations of the Librarians' Charter and Governance Document. Required qualifications: ALA-accredited MLS or its equivalent; a bachelor's degree in one of the humanities and social sciences; working knowledge of reference sources, both print and electronic; good verbal and written communication skills; good interpersonal skills; ability to work successfully in a team environment; and a strong commitment to public service. Preferred qualifications: a minimum of two years' academic reference experience; a graduate degree in the humanities or social sciences; experience in instruction; Web page development



HARVARD LAW SCHOOL

ROMANCE LANGUAGES CATALOGER

Harvard Law School Library. Reports to Cataloging Services Librarian. Catalogs monographs in the Romance languages (Spanish, French, Italian, Portuguese). Contributes authority information to HOLLIS and the LC Name Authority File via NACO. Works with Copy Cataloging and Database Management staff, Serials Librarian and others to resolve bibliographic problems. May select new and retrospective materials for the non-English speaking countries of South and Central America and the Caribbean. Serves on committees as appropriate.

MLS from ALA accredited library school, or equivalent. Excellent knowledge of Spanish and French; working knowledge of other Romance languages; 2-3 years' cataloging experience in an academic, research, or law library; experience with RLIN or OCLC and automated cataloging procedures. Background in Latin American Studies preferred.

Please send letter of interest, resume and names and titles of three references to: Harry Martin III, Librarian, Harvard Law School, Areeda 511, 1545 Massachusetts Ave., Cambridge, MA 02138.

Harvard Law School is an equal opportunity, affirmative action employer committed to employing a highly qualified, diverse staff.

www.law.harvard.edu/library

experience; and experience with a variety of software packages, such as FrontPage and PowerPoint. Salary: Commensurate with experience. Position available: September 1, 2000. Contact: Applications received by June 30, 2000, will receive first consideration. Applicants should submit a letter of application, vita, and the names, addresses, and telephone numbers of at least three professional references to: Martha Tarlton, Chair, Humanities & Social Sciences Librarian Search Committee, University of North Texas Libraries, P.O. Box 305190, Denton, TX 76203-5190; fax: (940) 369-8760. The University of North Texas is the largest comprehensive doctoral institution in the Dallas/Fort Worth Metroplex. For more information on the UNT campus and the Libraries, please visit our Web sites at: <http://www.unt.edu> and <http://www.library.unt.edu>. UNT is an AA/ADA/EOE institution and encourages applications from women and minorities and is committed to creating an ethically and culturally diverse community.

HUMANITIES/MULTICULTURAL STUDIES LIBRARIAN. Carnegie Mellon University Libraries seek a librarian to serve as liaison for minority and gender studies and two of the following departments, depending on academic background and experience: Philosophy, Psychology, English, Modern Languages. Liaison activities include collection development, creation of Web pages and tutorials, specialized reference and consultation, and instruction. This librarian will also provide outreach to Carnegie Mellon's international students and to the Pittsburgh community. As a member of the Hunt Reference Dept., staffs a reference desk serving faculty and students in humanities, social sciences, and business. Serves on library and university committees as appropriate and is expected to participate in professional associations and activities. Required: MLS (ALA), library experience or academic background in the humanities or social sciences; excellent interpersonal and communication skills; ability to work with faculty and students of diverse linguistic and ethnic backgrounds; ability to work well in individual and team situations. Computing and Internet skills to work comfortably in a high-tech environment. Preferred: One or more years of academic library experience; coursework in African American, Latin American, or Asian studies; knowledge of one or more foreign languages. Detailed job description/information about the libraries, see <http://www.library.cmu.edu>. For information about Carnegie Mellon, see <http://www.cmu.edu>. Salary negotiable from \$30,000 minimum depending on qualifications and experience. Comprehensive benefits package. Credential review begins June 20, 2000. Position begins October 1, 2000. Send application letter referencing job HL 2-00, résumé, and names and contact information for three references to: Head, Administrative Services, Hunt Library, HL 2-00, Carnegie Mellon University, Pittsburgh, PA 15213-3890. Carnegie Mellon is an affirmative action, equal opportunity employer committed to diversity.

INSTRUCTION/REFERENCE LIBRARIAN. Work in collaboration with Public Services Librarian to enhance library's information literacy efforts. General duties will include instruction, reference, and campus outreach. Will also participate on the public services team to develop reference collections, public service plans, policies, and procedures that support Library's strong service mission. Twelve-month faculty appointment, with rank and salary (in the low \$30s) commensurate with experience and

credentials. Applicants should have strong service and instruction orientation, knowledge of electronic and Web-based resources, MLS (ALA-accredited), and ability to work creatively, effectively, independently, and cooperatively with all elements of the college community. Experience in instruction and academic reference, ability to create instructional materials, and ability to utilize Web pages to facilitate reference or instructional goals desirable. DSU is proud of its 2000 Yahoo! Internet Life ranking of 9th Most Wired College in the nation. Visit the library's Web page at <http://www.departments.dsu.edu/library/>. Review of applications will begin June 15, 2000, and continue until the position is filled. Send letter, résumé, and the names, addresses, and phone numbers of at least three current references to: Ethelle S. Bean, Director of the Library, Karl E. Mundt Library, Dakota State University, Madison, SD 57042-1799; fax: (605) 256-5208, e-mail: ethelle.bean@dsu.edu. Arrangements for accommodations required by disabilities can be made in the application process. TDD# 1-800-877-1113. EOE

INSTRUCTIONAL SERVICES LIBRARIAN. The I.D. Weeks Library, University of South Dakota, is seeking an innovative librarian who will assist the Research Instruction Librarian to coordinate the Library's information literacy program. Responsibilities include providing instruction to library users at all levels, developing electronic instructional resources, such as tutorials and online subject guides. Works with the Research Instruction Librarian in planning, implementing, promoting, and assessing instructional programs. Works closely with University faculty integrating information literacy components into their classroom curriculum. Participates in reference and collection development activities. Individuals applying must have strong service orientation and a demonstrated ability to work independently and as part of a team. Faculty rank, tenure-track position, 12-month appointment. Qualifications: Minimum qualifications include ALA-accredited MLS; teaching experience; knowledge of teaching and research methodologies and their application to information literacy; experience with presentation software; ability to work effectively with colleagues and diverse clientele; effective written and oral skills. Additional desirable qualifications include: 1) second master's degree in a subject field (will be required for tenure and promotion); 2) reference experience; 3) experience in applying new technologies for the delivery of information literacy instruction. Salary: Commensurate with qualifications and experience. Application Procedure: Submit letter of application, résumé, and the names, addresses, and telephone numbers of three references to: Instructional Services Librarian Search Committee, I.D. Weeks Library, University of South Dakota, 414 East Clark Street, Vermillion, SD 57069-2390. Application Deadline: Review of applications will begin June 26, 2000 and will continue until position is filled. The University of South Dakota is an equal opportunity, affirmative action employer.

LIBRARIAN. New Mexico Military Institute, a state-supported college preparatory high school and junior college, announces an opening for a librarian. Considerable emphasis will be placed on collection development, especially Web-based resources. Other duties include: managing the special collection, planning and producing displays, reference work, and Night Study Hall duty at least twice a week. The preferred education

Princeton University



ASSISTANT LIBRARIAN, POPULATION RESEARCH LIBRARY

This is a half-time position, subject to annual reappointments based on funding availability.

The Princeton University Library seeks an energetic and innovative librarian to serve as Assistant Population Research Librarian. The candidate selected will join the Population Research Librarian and one special collections assistant in serving the library needs of the Office of Population Research as well as the needs of other social scientists on the Princeton campus.

The Population Research Library houses 35,000 monographs, 15,000 reprints, 4,500 microfilms, and 12,000 pamphlets and subscribes to over 300 journals. It also provides several local databases to its users. Princeton University Library has an overall collection of over 6 million volumes, 34,000 print journal subscriptions, over 400 electronic journals, and over 250 networked databases.

The Office of Population Research at Princeton University has been preeminent in the field of formal demography, in particular the development of the model life tables and stable population models. In recent years, the research portfolio of OPR has been broadened and now reflects growing involvement in areas such as population and environment, poverty and child well being, health and mortality, demographic anthropology, social and economic demography, and statistical and mathematical demography. Princeton OPR faculty associates maintain strong ties with other social scientists in Princeton and throughout the world.

DUTIES AND RESPONSIBILITIES: Our ideal candidate for this position will be a librarian with strong skills in social science and population reference work, as well as enthusiasm for new methods of organizing, accessing, and delivering data resources. The Assistant Population Research Librarian will be responsible for providing reference service to faculty and students using both electronic and print resources, for library bibliographic and electronic resources instruction, and for assisting in maintaining the OPR Library's Web site. In addition, the Assistant Librarian is responsible for locally cataloging a large variety of material, both electronic and print, and for ensuring that access to electronic OPR data collections is maintained through an appropriate approach to metadata and archiving. The Assistant Librarian also helps maintain a local tracking database for all types of

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attainment will include a master's degree in Library Science. Previous experience is preferred but not required. The successful candidate must be able to teach and serve as a librarian for cadets ranging from 13 to 23 years of age. This is a 9-1/2-month, permanent, non-tenure position. New Mexico Teacher License or ability to obtain is required. Academic and Institute rank, salary and benefits are commensurate with education and experience. Starting date is August 1, 2000. Send letter of interest and résumé to: LTC Jerome Klotzer, Director, Learning Resources Center, **New Mexico Military Institute**, 101 West College Blvd., Roswell, NM 88201. NMMI is an EEO/AA employer.

LIBRARIAN AND ARCHIVIST RESIDENCY PROGRAM. Texas Tech University Libraries. Description: The Texas Tech University Libraries offer two positions in a new Librarian and Archivist Residency Program. These two-year positions are designed for new graduates in library science and information and individuals interested in beginning careers as archivists. The University's goal is to encourage individuals with diverse backgrounds to pursue careers in research libraries. The specific assignment will reflect each Resident's professional interests and aspirations, as well as the priorities of the Texas Tech Libraries. Residents will participate fully in the professional life of the Libraries, including committee assignments and eligibility for conference travel support. Residents will be eligible for continuing positions that may arise in the Texas Tech Libraries during the appointment period. Qualifications: A position in the University Library requires a recent ALA-accredited degree. A position in the Southwest Collection/Special Collections Library requires a master's degree in history, library science, or related field. Preference will be given to candidates with no prior professional library or archive experience. Candidates who are bilingual in Spanish/English are encouraged to apply. Applicants should be interested in a research library career and have a strong desire for professional growth. Salary and Benefits: This is a two-year, non-tenure-track appointment at the rank of Assistant Librarian or Assistant

Archivist, and with an annual salary of \$30,000. Benefits include choice of retirement programs, including TIAA-CREF; 14 state holidays; developmental leave opportunities; partial moving expenses; and no state or local income tax. General Information: Texas Tech University, with an enrollment of over 24,000, is one of four major state universities in Texas and offers a wide range of academic programs in 11 colleges and schools, including law and medicine. Texas Tech is a member of the Association of Research Libraries and is a Carnegie Research II institution. The University Libraries have over 2.1 million volumes and an annual budget of \$9 million. The Lubbock area (pop. 225,000) is the West Texas center for higher education, agriculture, health care, banking, and business. Additional information about TTU and its libraries is available at: <http://www.lib.ttu.edu>. Application Information: Send letter of application indicating interest in the Residency Program and how you can contribute to its success, current résumé, and names and addresses of three references to: Residency Program, Office of Library Administration, **Texas Tech University Library**, Box 40002, Lubbock, TX 79409. Applications received by June 30, 2000, will be given first consideration. Texas Tech University is an EEO/AA/ADA employer. We value qualified candidates who can bring a variety of background and experiences to our academic community.

MANAGER, ELECTRONIC TEXT AND IMAGING CENTER. (Search Extended) The University of Maryland Libraries invites applications or nominations for the position of Manager, Electronic Text and Imaging Center. Responsibilities: Reporting to the Head of Digital Library Operations, the incumbent will be responsible for daily operations of the ETIC, a new service unit at the University of Maryland Libraries. The initial focus of the ETIC is to support the humanities, and it is closely aligned with the Maryland Institute for Technology in the Humanities (MITH) which is housed adjacent to the ETIC. Long-range plans are to expand activities into other disciplinary areas. The Center assists faculty and students in identifying, accessing, creating, and using scholarly electronic texts and

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acquisitions; helps analyze and deliver interlibrary loans, SDIs, and table of contents services; helps mount new CD-ROM software and system upgrades; and assists in the production of a periodic newsletter. The Population Research Library staff and collection will be moving into a new library, now in the final stages of design. This new library will also include the collections and services of the Woodrow Wilson School Library of Public and International Affairs. The Assistant Librarian reports to the Librarian, Population Research Library, and works collaboratively with librarians in the Special Libraries Department as well as with all social sciences and data services librarians and staff.

QUALIFICATIONS: Required: An ALA-accredited MLS degree. Educational background in the social sciences with at least a BA or BS in a relevant field. Working knowledge of at least one modern European language. Familiarity with Web resources and knowledge of HTML. Experience with a variety of electronic library and data resources, including knowledge of electronic numeric research data and the principles of acquiring, organizing, and maintaining it. Preferred: Knowledge of medical, demographic, and government resources, with emphasis on census and survey information. Knowledge of Microsoft Office software and Windows NT.

BENEFITS: Prorated: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Medical and other benefits.

SALARY AND RANK: Dependent upon experience and qualifications.

NOMINATIONS AND APPLICATIONS: Nominations and applications should be sent to the address below. Candidates should submit a letter of application, résumé, and the names, addresses, and telephone numbers of three references. Review of applications will begin on **July 1, 2000**, and will continue until the position is filled.

**Search Committee for Assistant Librarian
Population Research Library
Princeton University
c/o Lila D. Fredenburg
Library Human Resources
1 Washington Road
Princeton, NJ 08544-2098
E-mail: lfredenb@princeton.edu
Fax: (609) 258-0454**

Princeton University is an equal opportunity, affirmative action employer.

images. The ETIC Manager will serve as the primary resource person in all phases of this service, from working with users to conceptualize options to assisting in the design of curricular and research projects using specific texts and tools; identify, evaluate, and acquire appropriate electronic texts and images for research and instruction in collaboration with subject librarians; keep informed of new trends and standards for digital projects; supervise a graduate assistant and undergraduate students who will provide technical support and public service assistance; collaborate with the Director and staff of MITH on research and instruction projects; provide individual and group instruction on electronic text and image content, use, and production; participate on the Libraries' Collection Management and Resource Allocation Committee as requested. **Qualifications:** Required: ALA-accredited master's degree in Library and Information Science or a master's in the Humanities; at least two years' experience in one or more of the following areas: authoring languages, instructional design, Web development, database management, and multimedia. Experience with HTML, SGML, XML. Demonstrated ability to work with a variety of hardware and software utilized in electronic text and imaging work (e.g., scanning, text analysis software). Must be able to work effectively with technical and nontechnical users. Excellent oral and written communication skills. Supervisory experience. Familiarity with electronic text and imaging content. Reading knowledge of one or more foreign languages preferred. **Salary:** Commensurate with qualifications and experience. **Excellent Benefits.** **Applications:** For full consideration, submit a cover letter and a résumé and names/addresses of three references by June 16, 2000. Applications accepted until the position is filled. Send résumé to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. You may also fax your résumé: (301) 314-9960. Libraries Web address: <http://www.lib.umd.edu/UMCP>. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

PUBLIC SERVICES LIBRARIAN. 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 (LSA). Services, collections, and resources are also used by faculty, graduate students, staff, and members of the local and regional community. Information, reference, instruction, and collection services and programs of the UGL are designed to meet the needs of undergraduates in a large research university setting. These include established and expanding collaborative programs with a number of University units, an array of reference and research services, an extensive instructional program, and an academic outreach program of which the Peer Information Counseling Program is an integral part. Information resources include access to the rapidly expanding networked information environment, growing Web-based reference and research services, nearly 500 periodical titles, 195,000 monographs, a browsing collection, and a course reserve service for LSA undergraduate and graduate courses. **Duties:** Under the direction of the Coordinator of Reference Services, and working with the close guidance of other members of the UGL staff, the incumbent will: provide direct reference and research assistance to the UGL's clientele using an array of resources as well as networked information technology; participate in instructional activities and in building the UGL's collections in all formats; participate in team-based Web projects and planning, and in librarywide planning and committee activities as appropriate. Some weekend and/or evening hours required. **Qualifications:** Required: ALA-accredited MLS. Demonstrated qualities in the following areas: 1) commitment and enthusiasm for working with a predominantly undergraduate clientele; 2) commitment to quality library instruction and an enthusiastic approach to teaching undergraduates; 3) enthusiasm for library public services and commitment to providing quality service; 4) an understanding of and experience with the application of current technology in a library or other instructional setting; 5) ability to work collaboratively in a dynamic,

MATHEMATICS LIBRARIAN

University of Illinois Library at Urbana-Champaign

POSITION DESCRIPTION: The Mathematics Librarian is responsible for the administration and operation of the Mathematics Library and sets priorities for the library in support of the University's teaching and research missions. The Mathematics Librarian provides in-depth user education and reference services required by faculty and students in mathematics, statistics, and related fields. S/he maintains effective liaisons and communication with appropriate faculty and departmental library committees. The Mathematics Librarian manages, develops, and evaluates print and electronic collections and administers an acquisitions budget of over \$250,000 for mathematics and statistics materials. S/he develops and maintains mathematics library Web sites. The Mathematics Librarian supervises the personnel of the Mathematics Library, consisting of 2 FTE clerical staff, .50 FTE graduate assistant, and numerous student workers, who provide services to all library users.

QUALIFICATIONS: Required: Master's degree in library science from an ALA-accredited library school or its equivalent; at least 2 years of successful professional library experience in an academic, research, or special library; library experience in the literature of mathematics, statistics, or a related field such as engineering or computer science; knowledge of current information technology applied to a library environment; strong communication and leadership skills; ability to work collaboratively. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and university/professional/community service in order to meet University standards for promotion and tenure. Preferred: Evidence of participation in professional organizations in mathematics or librarianship; undergraduate or graduate degree in mathematics, statistics, or a related field such as engineering or computer science.

SALARY AND RANK: Salary and rank are commensurate with experience and credentials.

APPLY/DEADLINE: Send letter of application and résumé with names, addresses, telephone numbers, and e-mail addresses (where available) of three references to:

**Susan Edwards
Library Personnel
1408 West Gregory Drive
Urbana, IL 61801
Phone: (217) 333-5494**

Full consideration will be given to applications received by **June 15, 2000.**

AA/EOE

service-oriented environment; 6) a record of consistent attendance and performance in prior work settings. A willingness to exercise creativity and take risks in a supportive, encouraging environment. Excellent ability to communicate effectively in speaking and writing. Desired: Knowledge of and experience with Web design issues. Prior library experience working with an undergraduate clientele. Prior teaching experience. Rank, Salary, and Leave: Rank of Assistant Librarian (minimum salary: \$32,000); 24 working days of vacation per year; 15 days of sick leave per year with provisions for extended benefits. To Apply: Send cover letter and copy of résumé to: Karen Downing, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. (Contact (734) 764-2546 for further information.) Application Deadline: Applications received by June 30, 2000, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

PUBLIC SERVICES LIBRARIAN. Social Work Library, University of Michigan. (3-year term appl.) Duties: Reporting to the Social Work Librarian, participate in outreach, liaison, and all public service activities relating to the mission of the Social Work Library. This includes an outreach and instruction component: creating, coordinating, and promoting outreach activities, and designing and conducting orientations, workshops, and other instructional sessions. Participating in scheduled reference assistance service, which includes some evenings and weekends, and contributing to special project planning and implementation are also part of this position, as is participating in collection development activities. The successful candidate will exhibit: a service orientation; ability to communicate effectively in both written and oral media; ability to communicate technical information clearly; professional curiosity and initiative; ability to resolve most common hardware and software problems; and leadership and teamwork capabilities. Qualifications: Required: ALA-accredited MLA or equivalent graduate degree; at least two years' experience providing

reference service and library instruction in academic libraries; demonstrated knowledge of new information technologies and their applications in an academic library; degree, training, or collection development background in the social sciences; demonstrated knowledge of Web authoring tools, mark-up languages, and Web page design. Desired: Experience in the following areas: working with social science data and GIS, providing assistance with government information, planning and implementing instruction programs, collection development. Degree in social work or psychology. Rank is anticipated at either Assistant or Associate Librarian level, depending on experience and qualifications. Salary and Leave: Final rank and salary dependent on qualifications and experience. (Minimum salary at Assistant is \$32,000; at Associate, \$35,500.) Professional positions receive 24 working days of vacation per year, 15 days of sick leave per year with provisions for extended benefits. To Apply: Send cover letter and copy of résumé to: Karen Downing, Library, Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. (Contact (734) 764-2546 for further information.) Application Deadline: Review will begin on June 30, 2000, and continue until position is filled. The University of Michigan is a nondiscriminatory, affirmative action employer.

REFERENCE/INSTRUCTION LIBRARIAN FOR SOCIAL SCIENCES. (Non-Tenured Faculty) University of Maryland Libraries. Responsibilities: The Reference/Instruction Librarian for Social Sciences is a member of the Social Sciences and Allied Professions Team, reporting to the Team Manager and working within a developing team-based organization. The librarian works as a liaison to one or more of the following departments: Anthropology, Economics, and Agricultural and Resource Economics. This position also serves as a resource person for the Libraries' Law collection. In those roles, the librarian identifies user needs and provides collections and services in support of those needs. Responsibilities include developing and managing print and electronic collections; general

DIRECTOR, EGAN LIBRARY

University of Alaska Southeast, Juneau

UAS is a regional university and part of the University of Alaska statewide system.

REQUIRED: MLS from an ALA-accredited institution. Recent experience with budgeting, planning, and evaluation of library and information technology services. Policy level experience with automated library systems, multimedia systems, and supervising academic and/or administrative computing services.

Position provides leadership and management in developing/implementing strategic plans for library and information technology services as they relate to the academic and administrative goals of the regional university. Supervises four librarians and the managers of media and computing. Salary from \$59,800 DOE, includes excellent benefits package.

Please consult the UAS Web site at <http://www.uas.alaska.edu> for complete position description, application form, and additional information. Send letter of application, vita, copies of transcripts, UAS application form, names, and phone numbers of three professional references to:

**Personnel
University of Alaska Southeast
11120 Glacier Highway
Juneau, AK 99801-8675
Phone: (907) 465-6534**

Open until filled. Review of applications will begin **June 15, 2000.**

UAS is an AA/EEO employer and educational institution.

and specialized reference services; and general and specialized user education services. Works a minimum of 12 hours per week, including evenings and weekends, providing reference and instruction in all subject areas at a busy service desk in a highly automated environment. Qualifications: Required: ALA-accredited master's degree in Library and Information Sciences (degree must be conferred by date of appointment). Experience or coursework in providing reference and instructional services in academic libraries. Subject background in one or more of the listed subjects, demonstrated through academic degrees, coursework, or substantive library experience. Excellent oral and written communication skills. Strong commitment to public service and collection development and management. Ability to work creatively and collaboratively with faculty, staff, students, and colleagues in a dynamic, rapidly changing environment. Demonstrated interest in research and professional activities. Knowledge of current and emerging information technologies and collection development issues and trends. HTML authoring skills. Experience in the use of print and electronic resources. Preferred: Second master's degree in subject area(s) listed above. Salary: Commensurate with qualifications and experience. Excellent benefits. Applications: For full consideration, submit a cover letter and a résumé and names/addresses of three references by July 10, 2000. Applications accepted until the position is filled. Send résumé to: Ray Foster, Library Personnel Services, Room #4105, McKeldin Library, University of Maryland, College Park, MD 20742-7011.

DIRECTOR OF THE LIBRARY

Effat College, Jeddah, Saudi Arabia

Be a part of an extraordinary undertaking. Join an international team of dedicated higher education professionals in a pioneering effort to create the first private liberal arts women's college in Saudi Arabia. Effat College in Jeddah, Saudi Arabia is seeking a Director of the Library. This groundbreaking venture, dedicated to the education of women, is built on four principles: a liberal arts education, preparation for a professional career, service to the community, and the Islamic faith.

The Director of the Library will create a college library from the ground up. The full range of library skills will be needed to create collections, establish policies, develop services, and provide student and faculty programs. A building, a small staff, and a small collection are in place. Excellent Arabic language consulting support is available.

QUALIFICATIONS: Must hold accredited MLS and have at least five years' experience in an academic library with planning, budgeting, or evaluation responsibilities. Key areas of expertise should include collection development and bibliographic instruction programming. This situation requires an individual with a high degree of personal flexibility and an interest in learning about other cultures.

Salary and benefits are extremely competitive. The salary is tax-free. The one-year renewable contract includes expatriate benefits such as a generous housing allowance, annual flight home, fully paid medical insurance, an education stipend for up to two children, and a longevity bonus.

If you are looking for an adventure and an opportunity to make a difference, please e-mail a cover letter and detailed résumé, including current salary and salary requirements, to Susan Jurow, susanjurow@erols.com.

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

SERIALS AND RECEIVING UNIT HEAD. University of North Texas Libraries. In a highly automated environment, is responsible for the acquisition, fiscal control, and record maintenance of nondepository serials. Monitors, analyzes, and reports vendor performance. Works closely with the Electronic Information Resources Committee and the Contracts and Development Officer in the acquisition and licensing process of electronic resources. Responsible for the receipt of monographs. Oversees the activities of the unit (5 FTE and several student assistants). Reports to the Head of the Technical Services Department. Required Qualifications: Master's degree in Library/Information Science from an ALA-accredited institution, three years' professional experience in an academic/research library, with at least two years in serials management in an automated environment. Experience with acquisitions and access strategies for



WEBER STATE UNIVERSITY

Weber State University is located in Ogden, Utah, a city rich in history and culture, a spectrum of recreational opportunities, and breathtaking scenery approximately 30 miles north of Salt Lake City, home of the 2002 Winter Olympic Games. We are a student-centered institution that is focused on providing exceptional teaching and a small class environment. Weber State University Library seeks a dynamic:

Physical & Applied Sciences Bibliographer

Responsibilities: This individual will serve as a member of information services teams providing collection management, reference, and instruction utilizing the Horizon system, STN, and a wide variety of networked information resources. You will consult with faculty to determine instructional and research needs in various departments and perform subject specific instruction on science information tools and techniques. You will also serve approximately ten hrs/week and rotating evenings/weekends at a General Reference Desk and participate in providing general instruction sessions and may teach a two-credit hour library skills course.

Required Qualifications: Master's degree from an ALA-accredited program. Undergraduate or graduate degree in a science or engineering discipline, or recent science-related work experience in an academic library. Evidence of professional involvement and achievement.

Preferred: Strong collection management background, familiarity with scientific online databases, including Chemical Abstracts, the ability to develop Web pages for collection management and instructional purposes, and knowledge and practice of current reference and library instruction theories and techniques is preferred. Excellent interpersonal communication skills, strong public service orientation, organizational and time-management skills, and the ability to work effectively as a member of a team in a changing, innovative environment is desired. An undergraduate or second graduate degree in a physical or applied science discipline is strongly preferred.

Salary and Benefits: This is an eleven-month, tenure track, faculty appointment. Starting salary is \$38,000 with excellent benefits (including TIAA-CREF).

Application: Please send a current resume containing the names, addresses and phone numbers of three references and a letter of application addressing the strengths you would bring to the position to: Joan Hubbard, University Librarian, c/o Human Resources Department, Weber State University, Ogden, Utah 84408-1016. Screening for the position begins July 24, 2000. Position will remain open until filled.

For more information about the Library and Weber State University, please see our Web pages: <http://library.weber.edu/> and <http://weber.edu/jh/pusanmt.phy>

AA/E/OE

WWW.WEBER.EDU

electronic publications (serials, databases, and monographs). Experience with bibliographic utilities (preferably OCLC), and with automated serials and acquisitions systems (preferably Innovative Interfaces). Demonstrated skill with software applications, including databases, spreadsheets, and Web design; especially as utilized in data mining. Demonstrated supervisory and management experience, training, and problem-solving skills. Excellent oral and written communications skills. Evidence of initiative, flexibility, and ability to work creatively in a rapidly changing environment. Interest in personal scholarly achievement and professional development. Desired Qualifications: Experience with national standards for holdings statements. A second, subject master's degree is desirable. Rank and Salary: Depending on previous experience, position will be filled as Librarian II (minimum starting salary \$30,000) or Librarian III (minimum starting salary \$34,000). Librarians at UNT have faculty equivalence, 12-month contract. Usual benefits, a choice of retirement plans, including TIAA-CREF. Texas has no state income tax. Review of applications will begin June 1, 2000, and will continue to be considered until the position is filled. To apply, send letter of application with résumé, and names, addresses, and phone numbers of three current references to the attention of: Kathryn Loanman, Search Committee Chair, c/o Administrative Offices, University of North Texas Libraries, P.O. Box 305190, Denton, TX 76203-5190. Environment: UNT is a state-assisted comprehensive doctoral granting institution located in the Dallas/Fort Worth metroplex. For more information about the UNT campus, the Libraries, and this position, please visit our Web site (campus: www.unt.edu; Libraries: www.library.unt.edu; position: www.library.unt.edu/employment/employment.htm). The University of North Texas

is an AA/ADA/E/OE and encourages applications from women and minorities, as it is committed to creating an ethnically and culturally diverse community.

SPECIAL COLLECTIONS/ARCHIVES TECHNICAL SERVICES LIBRARIAN. <http://www.lib.umn.edu>. The University of Minnesota Libraries-Twin Cities Campus invites applications and nominations for the position of Special Collections/Archives Technical Services Librarian, Materials Acquisition and Control Team. The University Libraries particularly encourages the candidacy of people with experience in multicultural and multiracial settings. Context: The University of Minnesota Libraries includes many special collections and archival collections. The major portion of the holdings of these collections, even the books and serials, lacks online bibliographic access. (For an inventory of work to be done and for links to the home pages of the various special collections and archival units, see: <http://staff.lib.umn.edu/mac/tk/ulibncaat.html>). Position Description: Perform original cataloging for materials in the Special Collections and Archives units; coordinate and advise SC/Ar units on the cataloging of manuscripts, primary source material and ephemera, developing and revising policies and procedures; lead and participate in special cataloging projects, including grant-writing activities to support cataloging needs; work with archivists and curators to prioritize cataloging needs collectively; coordinate and participate in technical services attributes of digital projects initiatives. Qualifications: Required: MLS degree from an ALA-accredited institution (or foreign equivalent); experience with monographs, manuscripts, or special collections cataloging in an online environment; experience with archival description and standards in an online environment; knowledge of AACR2, APPM, LCSH, and LC classification; familiarity with OCLC and/or RLIN; project leadership or management experience; working knowledge of one or more European languages; effective written and oral communication skills, interpersonal skills; willingness to work flexibly with different groups in a team environment. Preferred: Experience in cooperatively developing project policies, standards, and procedures; experience in training staff and writing documentation; experience in writing grant proposals; experience with emerging information technologies and the willingness to develop these skills as the technology changes; familiarity with MARC format, EAD, HTML, XML, SGML, and Dublin Core. Type of Appointment/Salary and Benefits: This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the Assistant Librarian rank. The Libraries offers a competitive salary, commensurate with experience, but not less than \$34,000 for this position. Excellent benefits and moving allowance. Recruiting Schedule: Position is available immediately. Applications will be accepted until the position is filled. A full position description is available at <http://www.umn.edu/ohr/employ.html> listed with Academic Professional positions by Job Number UL 109. To Apply: Send a letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Linda DeBeau-Melling, Libraries Human Resources Office, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. Please identify your application with the number UL 109. 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, disability, public assistance status, veteran status, or sexual orientation.

SPECIAL MATERIAL CATALOGING COORDINATOR. The Iowa State University Library invites applications for the position of Special Material Cataloging Coordinator at the rank of Assistant Professor. This position is a full-time, 12-month position. Responsibilities: Coordinates cataloging of special materials (archives, visual materials, sound recordings, maps, computer files, electronic resources, etc.) in all formats. Prepares original bibliographic records and enhances complex member copy records. Supervises support staff. Participates with the faculty cataloging team. Qualifications: Required: ALA-accredited MLS degree. Ability to meet promotion and tenure requirements. Experience or coursework in cataloging; knowledge of AACR2 and LC classification; subject headings and at least two nonbook MARC formats; knowledge of current online library systems; and reading knowledge of at least one modern language other than English. Ability to function in a collaborative, service-oriented environment and flexibility in adapting to change. Effective communication skills. Preferred: Supervisory experience and/or experience in cataloging archival materials, films, or computer files. Experience with OCLC or RLIN cataloging systems. To Apply: Submit letter of application and the names, addresses, and telephone numbers of three references to: Chair, Special Materials Cataloging Coordinator Search Committee, Iowa State University, Ames, IA 50011-2140. Review of applications begins July 12, 2000. For a copy of the full position announcement, please contact the ISU Library's Administration Office at (515) 294-1442, or visit our Web site: <http://www.lib.iastate.edu/library/jobs/homepage.html>. Members of protected classes are especially encouraged to apply. Iowa State University is an equal opportunity, affirmative action employer.

SYSTEMS LIBRARIAN/CATALOGER. (Search Extended) John Carroll University's Grasselli Library and Breen Learning Center is seeking an

experienced and dynamic Systems Librarian/Cataloger. This person will provide leadership in all aspects of planning, monitoring, and evaluating systems needs in the Library and training of staff in systems and software needs. Additionally, this person will assist in cataloging non-LC material in all formats. This is a tenure-track faculty appointment. Salary is commensurate with experience and background, with additional compensation for summer work. Standard benefits. Required: ALA-MLS or equivalent, second master's in appropriate subject area, familiarity with library integrated systems, experience using LC schedules and AACR2, experience in planning, monitoring, and evaluating of automated systems, and academic library experience. John Carroll University, a Catholic and Jesuit University, is an equal employment, affirmative action employer. Women and minorities are encouraged to apply. Send application letter and résumé, and have three references sent to: Gorman L. Duffett, Director, Grasselli Library and Breen Learning Center, **John Carroll University**, 20700 North Park Blvd., University Heights, OH 44118. Preference given to applications received by July 1, 2000.

TECHNICAL/AUTOMATION SERVICE COORDINATOR. Exciting opportunity to help plan/implement ILL system with MOBIUS (consortium of Missouri academic libraries). Coordinate/supervise INLEX/DRA library system functions (in liaison with Computer Center); share library Web page and other technology duties with Electronic Resources librarian; administrative oversight of cataloging, acquisitions, and serials functions in technical services department of 4.5 staff, 1.5 FTE students in a 202,000 volume library. Required: ALA-accredited MLS; minimum three years' academic library experience in technical services or library systems; familiarity with cataloging/acquisitions/serials procedures; demonstrated training and supervisory skills; prefer experience with the Web, HTML; strong oral and written communication skills. Salary Minimum: \$9,350/mo., dependent upon qualifications/experience. Submit letter of application, resume, and names/addresses/telephone numbers of three references to: Human Resources A-117, **Missouri Western State College**, 4525 Downs Drive, St. Joseph, MO 64507; ore-mail: employee@griffon.mwsc.edu. Deadline: Applications reviewed as received until position filled. EOE/AA

TEMPORARY REFERENCE LIBRARIAN. McHenry County College in Crystal Lake, Illinois is seeking a full-time temporary reference librarian for the 2000-2001 academic year. Primary responsibilities include planning and providing reference service and instruction to both individuals and groups within the College community. Minimum qualifications include a master's degree in Library Science or related field, including Instructional Materials, Information Science, or Educational Media. Applicants with prior successful reference experience, knowledge of Internet and online database searching, experience planning and providing library instruction, knowledge of the community college mission, and a strong service attitude are desired. Application deadline is June 20, 2000. Submit letter of application, résumé, and names, addresses, and phone numbers of three references to: **McHenry County College**, Attn: B. Kreutzmann, 8900 U.S. Hwy 14, Crystal Lake, IL 60012. For additional information, call (815) 455-8901. EOE

UNIVERSITY RESERVES LIBRARIAN. 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 Arts (LSA). Services, collections, and resources are also used by faculty, graduate students, staff, and members of the local and regional community. All services and programs of the UGL are designed to meet the needs of undergraduates in a large research university setting. These include established and expanding collaborative programs with a number of University units, an array of reference and research services, an extensive and evolving instructional program, and an academic outreach. Information resources include the Library's rapidly expanding array of networked information resources, growing Web-based reference, research, instructional, and reserve services, nearly 500 periodical titles, 195,000 monographs, and a leisure reading collection. Within that context, the University Reserves Service provides the University community with course reserve and other special use materials in a variety of physical and electronic formats. Electronic reserves services are an established and growing part of the unit's offerings. Duties: Under the direction of the Head, Shapiro Undergraduate Library the incumbent will: oversee, coordinate, and direct all reserve operations at the Undergraduate Library, including managing staff of the University Library Reserves Service; work closely with Digital Library and Library Systems staff to specify and develop the systems underpinning electronic reserves; assess service needs and consult with faculty on reserves support for the curriculum, including developing support for faculty who use instructional technology support systems; design and implement policies and procedures for the University Reserves Service, particularly as relates to copyright, intellectual property, and fair use; develop significant expertise in copyright and intellectual property issues, particularly as they relate to instructional support services; provide direct reference service to the UGL's predominantly undergraduate student clientele and participate in UGL collection development activities, including monitoring the reserves collection budget, making deci-

WESTERN MICHIGAN UNIVERSITY

INSTRUCTIONAL SERVICES LIBRARIAN

Join a dynamic faculty committed to quality instructional services. This position plans and coordinates all library instructional programs. Participates in general reference services and scholarly activities. Full-time, 12-month, tenure-track appointment, reporting to the Head of Central Reference Services.

QUALIFICATIONS: Required: ALA-accredited MLS. Academic library instructional experience. Knowledge of instructional technology. Experience with computer-based resources and services. Demonstrated interpersonal communication skills. Preferred: Teaching experience and academic library reference experience. Subject master's or other advanced degree in area relevant to instruction.

COMPENSATION: Minimum of \$42,500 for Assistant Professor and \$52,500 for Associate Professor plus liberal fringe benefits. Rank and salary commensurate with qualifications and experience.

PROCEDURES: Letter, résumé, names, and telephone numbers of three references should be sent to:

Regina E. Buckner
Director, Operational Services
Waldo Library
Western Michigan University
Kalamazoo, MI 49008

Applications received by **June 19, 2000**, will receive first consideration. Review will continue until the position is filled.

WMU is a dynamic and growing Carnegie Doctoral I University with 25 doctoral programs and enrollment of 27,744 students, 25% at the graduate level. Six colleges employ 756 faculty members.

Kalamazoo offers rich cultural and recreational activities located less than three hours from Chicago or Detroit. Kalamazoo is situated in the fastest-growing part of the state.

WMU is an AA/EOE.

sions on the acquisition of reserve materials, and consulting with faculty on the reserves collection; participate in planning, project teams, committees, and other professional activities as appropriate. Required: ALA-accredited MLS. Demonstrated qualities in the following areas: 1) commitment and enthusiasm for providing services to a largely undergraduate clientele; 2) ability to work effectively with teaching faculty; 3) familiarity and 2-3 years' experience with the applications of current and emerging technologies in a library setting; 4) 2-3 years' experience coordinating work of staff or colleagues; 5) good familiarity with the application of intellectual property, copyright, and fair use principles in an academic setting; 6) ability to provide leadership in a dynamic and service-oriented environment; 7) ability to work collaboratively and foster collaboration. Excellent ability to communicate in speaking and writing. Desired: Prior supervisory, teaching, or mentoring experience; experience applying intellectual property, copyright, and fair use principles in an academic setting. Rank is anticipated at either Associate or Senior Associate Librarian level depending on experience and qualifications. Salary and Leave: Final rank and salary dependent on qualifications and experience. (Minimum salary at Associate is \$35,500; at Sr. Associate, \$41,000.) Professional positions receive 24 working days of vacation per year; 15 days of sick leave per year with provisions for extended benefits. To Apply: Send cover letter and copy of résumé to: Karen Downing, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI 48109-1205. (Contact (734) 764-2546 for further information.) Application Deadline: Applications received by July 15, 2000, will be given first consideration. The University of Michigan is a nondiscriminatory, affirmative action employer.

Late Job Listings

DIRECTOR OF LIBRARY/LEARNING RESOURCES. Colorado Northwestern Community College is seeking a qualified library administrator for its college library and learning resource system. Extensive knowledge of emerging information technologies and automated library systems is expected. The Director provides reference services, supervises all library operations, networks with regional public and school library personnel toward collaborative services, and orients new students to bibliographic and information search procedures. A master's degree in Library and Information Science from an ALA-accredited institution is required; a second master's or additional graduate studies in an academic teaching discipline is preferred. Salary range is \$35,000-\$42,000 commensurate with experience and qualifications; excellent fringe benefits. Colorado Northwestern serves a large rural area through its attractive campuses in Rangely, Craig, and three outlying centers. CNCC is located in the desert and canyon country just beyond the western slope of the majestic Rockies. The region abounds in opportunities for outdoor recreation: fishing, canoeing, rafting, boating, water skiing, hunting, hiking, camping, backpacking, horseback riding/packing, golf, downhill and cross-country skiing. To apply, write or call for a full position description; then submit, either in hard copy or electronically, a cover letter, résumé, unofficial transcripts, and names/addresses/phone numbers of five professional references to: Human Resources Office, **Colorado Northwestern Community College**, CNCC Box 521, Rangely, CO 81648. Fax: (970) 675-3330. Human Resources Office: 1-800-562-1105 ext. #353. E-mail: chalcomb@cncc.cc.co.us. Review of applications will continue until position is filled. Starting date no later than August 1, 2000. CNCC is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply.

ELECTRONIC RESERVES LIBRARIAN. Applications are invited for the position of Electronic Reserves Librarian at the Cline Library, Northern Arizona University; salary range beginning at \$37,000. Minimum qualifications: ALA-accredited MLS; knowledge of and/or experience with reserves services, operations, technologies, and trends. Outstanding commitment to improving access to Library resources and services for distributed learners through the use of information technology. Knowledge of current and emerging trends in libraries, higher education, and distributed learning. Supervisory experience. Familiarity with digital image and document format standards. Experience in creating, describing, and providing access to digital images. Experience in Web publishing applications and practices. Interest in keeping abreast of hardware and software developments that support digital library initiatives. Experience with integrated library systems. Project management experience and record of successful project completion. Excellent communication and interpersonal skills in a diverse workplace and a multi-cultural learning environment. Ability to work flexibly and creatively in a rapidly changing environment. Enthusiasm for collaborating with colleagues on innovative projects and operational and service enhancements. Under the direction of the Head of Access Services, the Electronic Reserves Librarian provides leadership and supervision for the services, operations, and staff (a minimum of 2 FTE and student assistants) of the Reserves Unit within the Library's Access Services Department. This position coordinates the Library's expanding electronic reserves service, as well as print reserves, maintaining standards of high quality and rapid turnaround time for all services. The Electronic Reserves Librarian will assist in the continuing development of streaming audio reserves in support of music courses. Works collaboratively with faculty to present service options for placing resources on reserve. Continuously develops and analyzes policies, procedures, and workflow to enhance customer service and optimize the use of new technologies. Résumés will be reviewed every two weeks until filled, beginning on June 1, 2000, up to December 31, 2000. Send letter of application specifically addressing the qualifications listed above, résumé, and names and

THREE POSITIONS

The University of Arizona

The University of Arizona Library seeks professionals to join its team-based, innovative, flexible, user-oriented organization. The Library is committed to continuous learning, increasing client self-sufficiency, fostering diversity in the campus environment, and furthering its own cultural transmission, educational, and preservation roles. Applicants are sought for the following positions:

ASSISTANT LIBRARIAN, SOCIAL SCIENCES TEAM (Job #17833). The successful candidate will have responsibilities in education (instructional design), connection development, needs assessment, advanced mediated services, information resource development/preservation, knowledge management, undergraduate services, and reference desk service (including evening and week-end hours). Salary Range: \$38,789–\$44,959, DOE.

ASSISTANT LIBRARIAN, DIGITAL LIBRARY INITIATIVES GROUP (Job #17834). The successful candidate will provide leadership and support in the creation, ongoing development, and enhancement of digital library projects; establish relationships with faculty, researchers, scholarly organizations, etc., with whom the Library may partner; work with library staff, campus partners, and customers to design new products based on end-user needs; and participate in other librarywide projects as appropriate. Salary Range: \$38,789–\$44,959, DOE.

TEAM LEADER, LIBRARY INFORMATION SYSTEMS TEAM (Job #17840). The successful candidate will provide information technology leadership that will include the Library's computing infrastructure, operating systems, hardware, and software. The Team Leader will also provide and promote vision and leadership for the team and coaches, and will represent the Library in collaborative and community activities as well as participate in librarywide cross-functional activities. The Team Leader will be responsible for planning and budget management for information systems. Salary: \$69,525.

All of these positions require a master's degree in library/information science from an ALA-accredited institution. For job #'s 17834 and 17840, other qualifications may suffice; please visit the UA Web site at: <http://www.hr.arizona.edu>.

To apply, send a cover letter citing position title and job #, a current résumé, and the names, addresses, and phone numbers of three professional references to:

Martina Johansen
The University of Arizona Library
1510 E. University, Room C327
P.O. Box 210055
Tucson, AZ 85721-0055
Fax: (520) 626-7715

You may also send e-mail inquiries to hendricksong@u.library.arizona.edu. Review of application materials begins **June 19, 2000**, and will continue until the positions are filled. A complete job description will be sent upon receipt of letter of interest.

The University of Arizona is an EEO/AA employer: M/W/D/V.

addresses of three references to: Kathleen Smalldon, Head, Access Services, Cline Library, Northern Arizona University, Box 6022, Flagstaff, AZ 86011-6022. For additional information phone (520) 523-6803, or fax (520) 523-3770, or e-mail Kathleen.Smalldon@nau.edu. See also <http://www.nau.edu/hr/jobs/postings/spaw.htm> for more complete listing. Northern Arizona University has a growing minority student population and is committed to equal opportunity and affirmative action. We welcome minorities, women, persons with disabilities, and veterans willing to make a commitment to NAU's mission of cultural diversity.

Connect to ACRL on the Web

<http://www.ala.org/acrl/c&rlnew2.html>