

THE CLASSIFIED ADS

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

Rates: Classified advertisements are \$6.00 per line for ACRL members, \$7.60 for others. Late job notices are \$14.50 per line for members, \$17.00 for others. Organizations submitting ads will be charged according to their membership status.

Telephone: All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional \$15 will be charged for ads taken over the phone (except late job notices or display ads).

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

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

Contact: Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513.

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 life-style, or national origin." By advertising through ALA services, the organization agrees to comply with this policy.

POSITIONS OPEN

ACQUISITIONS/COLLECTION DEVELOPMENT LIBRARIAN. Pembroke State University, a campus of the University of North Carolina, seeks an Acquisitions/Collection Development Librarian. Will coordinate selection and purchasing functions of the library materials budget using an automated acquisitions system. Will select books in consultation with faculty and library staff, working to develop a balanced collection. Some evening/weekend reference work included in schedule. Knowledge of automated library procedures and an ALA accredited MLS required; related experience in an academic library desirable. Salary in the 20's. Send letter of application, resume, and three letters of recommendation to: Elinor Bridges, Director of Library Services, Mary Liver-

more Library, **Pembroke State University**, Pembroke, NC 28372. Preference given to those who apply by May 15, 1991. Pembroke State University is an EO/AA employer.

ACQUISITIONS LIBRARIAN to manage the activities of an eight-person, automated [INNOVAC] department responsible for ordering, receiving, binding, and mending monographs and serials. Fogler Library has a materials budget of \$1.5 million, acquires 13,000+ monographs a year through firm orders and approval plans and subscribes to 5,400 periodicals and 1,500 standing orders. The Acquisitions Librarian reports to the Collection Development Division Head. **REQUIRED:** ALA-accredited MLS, experience supervising staff and managing projects, excellent communications and bibliographic skills, and experience in or familiarity with acquisitions and binding processes. Minimum salary is \$24,000 for a 12-month appointment. Fringe benefits include 20 working days annual leave, tuition waiver, TIAA/CREF, life and health insurance. Applications received by March 15, 1991, will receive first consideration. To apply send letter of application, resume, and the names of at least 3 references to: Richard H. Swain, Reference Department, Raymond Fogler Library, **University of Maine**, Orono, ME 04469. The University of Maine is an affirmative action, equal opportunity employer.

ANGLO-AMERICAN HUMANITIES BIBLIOGRAPHER. Responsible for developing and managing collections in literature and other fields in the Humanities (excluding history) for the United States, Canada, and the British Isles, post-1550. Duties include selecting materials, monitoring approval plans and budget expenditures, evaluating collections, maintaining effective working relationships with book dealers, and serving as a liaison to the faculty and appropriate departments and academic programs. The Bibliographer works closely with the library staff in the handling of materials in his/her areas of responsibility. The bibliographer provides specialized reference service and may be called upon to participate, either formally or informally, in a variety of teaching, research, or other academic programs. Graduate-level study (or equivalent) in American or English literature and a thorough understanding of research needs and the organization of scholarly literature are required. Practical experience in collection development and a demonstrated interest in scholarly activities (research, publications, or teaching) are desirable. The ability to work effectively with faculty, students, and library staff in a culturally diverse environment essential. Salary range: \$28,688-\$59,316. UCLA is an AA/EEO actively seeking minority applicants. Send resume and three references to: Rita A. Scherrei, University Librarian, Personnel and Administrative Services, University Research Library, **UCLA**, Los Angeles, CA 90024-1575, or call for more information (213) 825-1201. Candidates applying by May 31, 1991, will receive first consideration.

ASSISTANT DOCUMENTS LIBRARIAN. The University of Alabama Libraries seeks applications for the position of Assistant Documents Librarian (Instructor) to provide federal documents reference service using print and electronic resources. Provides bibliographic instruction and develops instructional aids. Manages growing collection in electronic format. Responsible for circulation, ILL and processing documents discard lists. Collection development in assigned subjects. Some general reference work. May work some nights and weekends. Qualifications: Required: MLS from ALA-accredited program. (Applicant must have earned degree by application deadline.) Course work in U.S. government documents and in general reference sources. Familiarity with federal documents organization and classification system. Strong commitment to public services. Initiative, organizational skills, and good interpersonal and communication skills. Desired: Documents experience, familiarity with online, CD-ROM, and microcomputer applications. Salary/benefits: \$21,500 minimum. Permanent, 12-month, full-time position, tenure-track, instructor rank, faculty equivalency. Twenty-two days vacation, sick leave. Blue Cross/Blue Shield, State and TIAA/CREF retirement plans. Application deadline May 13, 1991, with projected starting date July 15, 1991. Send letter of application, resume, names and addresses of three references to: Yvonne Mixon, Assistant Documents Librarian Search, **University of Alabama Libraries**, P.O. Box 870266, Tuscaloosa, AL 35487-0266. The University of Alabama is an equal opportunity, affirmative action employer.

ASSISTANT EDUCATION AND PSYCHOLOGY LIBRARIAN. Southern Illinois University at Carbondale. Required qualifications:



THE AMERICAN UNIVERSITY

WASHINGTON, D.C.

UNIVERSITY LIBRARY (SEARCHES EXTENDED)

The American University, incorporated in 1893, offers a wide range of undergraduate and graduate programs, many with an international focus, to over 11,000 students. Its proximity to centers of politics, justice, world affairs, communication, science, business and art in Washington, D.C. enhances the learning environment.

The University Library serves the University through a collection of over 550,000 volumes, staff of 70 FTE plus student assistants, and a budget of over \$4 million. The University is an active member of the Washington Research Library Consortium.

All positions are tenure track. Salaries are based on experience and other qualifications. Benefits include research sabbaticals, TIAA/CREF, and health plans.

The American University Library invites applications for the following two faculty positions:

HEAD, COLLECTION DEVELOPMENT

RANK: Assistant or Associate Librarian. Department head level position reporting to the University Librarian.

RESPONSIBILITIES: Coordinate and expand collection development program. Evaluate and build collections in all material formats to meet curricular and research needs. Monitor materials budget, approval plan profiles, and collection development policies. Work with donors of gifts-in-kind. Coordinate selection activities of library faculty and work closely with University faculty. New position with the opportunity for shaping direction.

REQUIREMENTS: ALA accredited M.L.S.; minimum of three years professional experience including some academic collection development experience. Second master's degree and knowledge of foreign languages, and previous supervisory experience highly desirable. Minimum salary: \$34,000.

HEAD, ACQUISITIONS

RANK: Assistant or Associate Librarian. Department head level reporting to University Librarian.

RESPONSIBILITIES: Oversee annual materials acquisitions of approximately 13,000 volumes. Supervises 7 FTE support staff. Coordinate work flow with Catalog Department. Maintain supporting bibliographic, statistical, and financial records. Incorporate use of INNOVACQ, OCLC and NOTIS Systems.

REQUIREMENTS: ALA accredited M.L.S.; minimum of two years library experience. Technical services experience, demonstrated skills in personnel management, and knowledge of automated acquisitions systems highly desirable. Minimum salary: \$28,000.

Qualities sought in applicants for both positions include excellent interpersonal, written, and oral communication skills; flexibility, initiative, and demonstrated problem-solving skills.

Applications accepted until positions filled. Review to begin March 15, 1991.

Send resume and names, addresses and telephone numbers of three references to:

Patricia A. Wand, University Librarian
The American University Library
4400 Massachusetts Ave., N.W.
Washington, D.C. 20016-8046

Women and minorities are encouraged to apply. The American University is an EOE/AA employer.

ALA-accredited master's degree in library science; good oral and written communication skills; academic background in Psychology or Secondary Education. Preferred qualifications: professional library experience in college or university Psychology and/or Education reference work; graduate degree in Psychology or Secondary Education; some knowledge of French, German, or Spanish; familiarity with library automation applications. Salary of \$24,000 and up based upon education and experience. Faculty rank, full-time, tenure-track appointment. (Determination of faculty rank based upon professional experience, research/creative activity, publications, and professional service.) Position available July 1, 1991. Applications desired by April 29, 1991, but will be accepted until position is filled. Send applications and names of three references to: Ruth E. Bauner, Chairperson, Assistant Education and Psychology Librarian Search Committee, Morris Library,

Southern Illinois University at Carbondale, Carbondale, IL 62901-6632; 618-453-2274. The University is an equal opportunity, affirmative action employer.

ASSISTANT HEAD, ACCESS SERVICES (assistant librarian, associate librarian, or librarian). Indiana University Libraries-Bloomington. Under the direction of Head, Access Services, has a major role in leadership of department and primary responsibility for resource sharing and technology support; supervises professional and support staff who: 1) process approximately 90,000 interlibrary and intercampus lending requests a year; 2) interpret IUB Libraries lending policies to off-site users; 3) maintain and produce reports related to performance of Access Services functions; 4) monitor and distribute IO circulation daily operations reports and other reports; 5) maintain and handle patron requests

related to Library Information and Reference Network (LIRN—library services available over campus computing network); 6) maintain online public access terminals located in Main Library stacks and card catalog area; 7) handle vendor contacts and billing related to online computer search services offered on IUB campus; and 8) offer consultation and support related to NOTIS circulation policies and operations. Assistant Head represents Indiana University Libraries at state and national interlibrary loan forums; monitors and implements technological innovations in document delivery; expands and develops LIRN; provides statistical and management reports related to performance of circulation, interlibrary loan, and electronic services; keeps abreast of and serves as systemwide contact for developments in NOTIS circulation; participates in Access Services management team and functions as Head in the Head's absence. Qualifications: Master's degree from ALA-accredited library school; post-MLS successful academic library experience; supervisory experience; public services experience; in-depth experience with NOTIS circulation preferred; OCLC experience and experience with other technology applications strongly preferred; demonstrated ability to work with others attain objectives; demonstrated ability to plan and implement library services and operations; demonstrated ability to communicate logically, clearly, and effectively, orally, and in writing; ability to work well independently and with others; ability to meet requirements and responsibilities of faculty status in tenure-track appointment. Salary dependent upon qualifications and experience. Minimum: Assistant Librarian, \$24,500; Associate Librarian, \$29,768; Librarian, \$36,383. Conditions and benefits: Librarians hold tenure-track appointments within a system of ranks analogous to and modeled on those of the teaching faculty. They participate in a system of faculty governance which includes the Bloomington Library Faculty Council and the University Library Faculty Council. Within the University they are eligible for election to campus and university Faculty Councils and serve on university committees and task forces. They are eligible for sabbatical and other research leaves. Benefits include Blue Cross/Blue Shield, Major Medical insurance, TIAA/REF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. To apply send letter of application, resume, and names and addresses of four references to: Marilyn Shaver, Personnel Officer, Indiana University Libraries, Main Library C-201, Bloomington, IN 47405. Telephone: (812) 855-8196. Available: 7/1/91. Closing date: Review of applications begins 5/1/91 and continues until position is filled. EEO/AE.

ASSISTANT MANAGER. The William H. Welch Medical Library, Johns Hopkins University, will have an opening for an Assistant Manager of Welch Information and Online Services available in June 1991. Qualified candidates are invited to apply. The person in this position supervises the delivery of reference services from the Welch building, and manage the mediated online searching program for five service sites. Responsibilities include scheduling, staff development, data collection and reporting, reference collection development, and monitoring the mediated searching services. This is a full-time position reporting to the Manager of Welch Information and Online Services. Required: MLS from an accredited library school with at least three years experience in a health science library, including searching medical databases, ability to organize and direct staff, strong commitment toward excellence in service, experience with computerized systems, and excellent oral and written communication skills. Salary minimum: \$27,000. Preference will be given to candidates who have a strong educational background in the sciences. Submit an application letter, curriculum vitae, and the names of three references to: Kim Jacoby, Administrative Assistant, Welch Medical Library, Johns Hopkins University, 1900 E. Monument Street, Baltimore, MD 21205.

LIBRARIAN, ASSISTANT SOCIAL STUDIES LIBRARIAN. Southern Illinois University at Carbondale. Minimum qualifications: ALA-accredited master's degree in library science; a degree in business or the social sciences (other than education or psychology, which are served by a separate library division). Preferred qualifications: professional library experience in business or social studies reference work; graduate degree in business or the social sciences (other than education or psychology, which are served by a separate library division); some knowledge of French, German, or Spanish; familiarity with library automation applications; supervisory experience. Salary of \$24,000 and up based upon education and experience. Faculty rank, full-time, tenure-track appointment. (Determination of faculty rank based upon professional experience, research/creative activity, publications, and professional

service.) Position available May 1, 1991. Applications desired by April 29, 1991, but will be accepted until position is filled. Send applications and names of three references to: James Fox, Chairperson, Assistant Social Studies Librarian Search Committee, Morris Library, Southern Illinois University at Carbondale, Carbondale, IL 62901-6632; 618-453-2708. The University is an equal opportunity, affirmative action employer.

ASSISTANT UNIVERSITY LIBRARIAN FOR COLLECTION DEVELOPMENT. Loyola University of Chicago is seeking a librarian to administer the collection development programs in the library system. The Assistant University Librarian for Collection Development reports to the University Librarian. Responsibilities: Supervises and evaluates the bibliographers; continues to develop the collection policy; directs the assessment of the collection; evaluates vendors' performance; works with faculty on collection funds; recommends annual budget allocations; serves as a member of the Library's Administrative Group and contributes to the management of the library; represents the library on university and regional committees. The AUL for Collection Development will take a

Salary guide

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

Connecticut	\$27,000
Indiana	varies*
Iowa	\$20,580
Kansas	\$17,500*
Louisiana	\$20,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$20,832
Ohio	\$20,024
Pennsylvania	\$23,700*
Rhode Island	\$23,750
South Carolina	varies*
South Dakota	\$20,000
Vermont	\$21,500
West Virginia	\$20,000
Wisconsin	\$24,837

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

leadership role in making recommendations on how the library should manage the challenges of electronic information. Qualifications include: ALA-accredited MLS; 5 years of relevant experience in acquisitions or collection development; budgetary and administrative skills. An additional graduate degree is desired. The Loyola University of Chicago Library System has over 1,000,000 volumes in its 5 libraries, 4 in Chicago and 1 in Rome, Italy. The projected FY92 collection budget is over \$3,000,000. The libraries use NOTIS for technical and public services. The libraries have mounted numerous indexes on the university mainframe and have reference indexes and full-text periodicals on CD-ROM. The library continues to receive significant increases in financial support from the university for collections and services. Salary from \$40,000. Benefits include 20 days of vacation, full tuition benefits, university contributions to TIAA/CREF, dental insurance and choice of medical plans. Nominations are invited. Qualified applicants should send letters of application, resume, and names, addresses, and phone numbers of three recent references to: Ellen J. Waite, University Librarian, Cudahy Library, Loyola University of Chicago, 6525 N. Sheridan Rd., Chicago, IL 60626. Application deadline is May 15, 1991. Applications will be accepted after the deadline and will be reviewed on a biweekly cycle as necessary until the position is filled. Loyola University of Chicago is an affirmative action, equal opportunity educator and employer.

ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES. The position is responsible for directing and coordinating a public services program which meets the growing instructional and research needs of the university. The AUL for Public Services reports to the University Librarian and participates as a senior administrator in the overall management of the library system including long-range planning, budget development, resource allocation and policy development. Responsibilities: The AUL for Public Services is responsible for public service operations in 3 libraries on 3 campuses. The public services division has 17 professionals and 24 support staff with responsibilities for reference, audiovisual services, circulation, government documents, library instruction, interlibrary loan, database searching, periodicals, and microforms information, and public relations. Serves as a senior member of the library administration's management team. Works closely with other senior library administrators on the strategic planning and administrative issues. Represents the library on university, regional and regional committees. The university is planning a new library for its downtown campus. The AUL for Public Services will be involved in planning for the building. Qualifications include: ALA-accredited MLS degree; significant public service, supervisory and administrative experience in an academic or research library; knowledge of and interest in using technology to enhance and expand services; advanced knowledge of trends in information services, automation and networking; excellent communication and interpersonal skills; demonstrated leadership ability. The Loyola University of Chicago Library system has over 1,000,000 volumes in its 6 libraries, 5 in Chicago and 1 in Rome, Italy. The projected FY92 collection budget is over \$3,000,000. The libraries use NOTIS for technical and public services. The libraries have mounted numerous indexes on the university mainframe and have reference indexes and full text periodicals on CD-ROM. The library continues to receive significant increases in financial support from the university for collections and services. Salary from \$45,000. Benefits include 20 days of vacation, tuition benefits, life and dental insurance, choice of medical plans and university contributions to TIAA/CREF. Nominations are invited. Qualified applicants should send letters of application, resume, and names, addresses, and phone numbers of three recent references to: Ellen J. Waite, University Librarian, Cudahy Library, Loyola University of Chicago, 6525 N. Sheridan Rd., Chicago, IL 60626. Application deadline is April 30, 1991. Applications will be accepted after the deadline and will be reviewed on a biweekly cycle as necessary until the position is filled. Loyola University of Chicago is an affirmative action, equal opportunity educator/employer.

ASSOCIATE DEAN FOR ADMINISTRATION AND PLANNING. West Virginia University Libraries invites applications and nominations for the position of Associate Dean for Administration and Planning. Non-tenure earning library faculty position at the senior level of management reporting to the Dean. The WVU Libraries consists of the main library and seven branches, a 1.6 million-volume collection, 1.9 million microforms, diverse specialized collections, and a staff of 115. West Virginia University is the major

research and land grant institution for the state. Responsibilities: Assists the Dean with overall management of the University Libraries; assists the Dean with budget management, long-range and strategic planning; manages the personnel functions of the University Libraries, including providing leadership for developing, recommending, and maintaining a system for library faculty and staff development; administers and develops the Libraries' grants and proposal writing programs; assumes responsibility for statistical analysis and reporting for the Libraries; and serves as a key member of the Dean's Administrative Council. Qualifications: Ph.D. in Library and Information Science or MLS plus second master's or doctorate in subject field preferred; four years of progressively responsible administrative experience in personnel, planning, and budgeting in a large academic library environment; record of experience with grants and proposal writing; record of professional and/or scholarly achievement; effective oral and written communications, and human relations skills; evidence of commitment to affirmative action. Minimum salary: \$42,000. Rank and salary commensurate with qualifications. Candidates should submit letter of application, 2 copies of vita, and names of three references to: Chair, Search Committee for Associate Dean for Administration and Planning, Wise Library, P.O. Box 6069, West Virginia University, Morgantown, WV 26506-6069. The search committee will begin reviewing applications May 1, 1991, and will continue until the position is filled. West Virginia University is an equal opportunity and affirmative action employer. Women and minorities are encouraged to apply.

ASSOCIATE DIRECTOR FOR ADMINISTRATIVE SERVICES. Responsibilities: Reports to the Director, Academic Library Services and is responsible for leadership and management of all library activities in the areas of automation and telecommunications, budgeting, facilities planning and utilization, and State Personnel Act (SPA) employees. Acts as liaison with campus computing, business affairs, and physical plant, as well as appropriate units in the Health Sciences Division of the University, and state, regional, and national groups as appropriate. Required qualifications: ALA-accredited MLS degree or master's of Public Administration and 4 years of successful administrative or project management experience in an academic/research library required, doctorate preferred; broad-based knowledge of academic/research library operations and services; demonstrated organizational abilities and leadership qualities; demonstrated skills in written and oral communication; interpersonal relations, team building, planning and contract negotiation; comprehensive and current knowledge of developments in automation, telecommunications, other new technologies, public sector budgeting and planning. This will be a non-tenurable administrative appointment beginning July 1991. Salary dependent upon qualifications and experience. Substantial record of research and publication will be expected of the successful candidate. East Carolina University has over 16,000 students in its College of Arts and Sciences and ten professional schools. It is a constituent institution of the University of North Carolina System. Screening of applications will begin March 1991, and continue until the position is filled. Send letter of application, resume, copies of transcripts, and names of three current references to: Associate Director for Administrative Services Search Committee, Pat Elks, Administrative Assistant, Joyner Library, East Carolina University, Greenville, NC 27858-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. An equal opportunity, affirmative action employer. Applicants must comply with the Immigration Reform and Control Act.

BUSINESS REFERENCE LIBRARIAN. The University of Alabama seeks applications for the position of Business Reference Librarian to provide business reference service, under the supervision of the Head of the Business Library, to a wide range of undergraduate, graduate and faculty users (including some night and weekend hours); participate in development of a bibliographic instruction program in the Business Library; participate in collection development activities, including faculty liaison; perform on-line searching; perform other duties as assigned. The dynamic environment of the Business Library provides opportunities for developing and expanding professional skills. Qualifications required: An MLS from a program accredited by ALA (degree must be received by June 15, 1991); knowledge of business literature; ability to work effectively with faculty, students, and library personnel at all levels; excellent oral and written communication skills; commitment to client-centered services; evidence of ability to meet

ASSISTANT HEAD OF CATALOGING

Oberlin College Library

Oberlin College has one of the nation's leading liberal arts college libraries, with holdings of over 1 million volumes. The candidate selected for this position will work with the Head of Cataloging and Library Systems in departmental planning, policy making, and management. The Assistant Head will coordinate all aspects of monographic cataloging, supervising one professional and 6 paraprofessional catalogers. Qualifications required: ALA-accredited MLS; at least 3 years' cataloging experience in an academic library; supervisory experience and ability to work well with others; experience using current automated cataloging standards; knowledge of LC classification, LCSH, and OCLC (or other bibliographic utility); and knowledge of a modern foreign language. Qualifications desired: experience with local online catalog maintenance, authority control, and Geac 9000 library system. Salary competitive, commensurate with qualifications and experience; minimum \$28,000. Generous fringe benefits include tuition support for children. Located only 40 minutes from downtown Cleveland, Oberlin combines one of the nation's finest liberal arts colleges with a world-renowned Conservatory of Music in a unique community setting. Send letter of application, resume, and three letters of reference to:

**Cataloging Search Committee
Oberlin College Library
Oberlin, OH 44074**

Screening of applications will begin on **May 13, 1991**. Available June 1, 1991. AA/EQE.

University requirements for promotion and tenure. Qualifications desired: Business reference experience in a large academic library; experience in at least one of the following: bibliographic instruction, collection development in business or a related subject and online searching; degree in business-related field, prefer master's degree; some knowledge of government documents. Twelve-month, tenure earning, strong benefits. Appointment will be at the Instructor or Assistant Professor level with a minimum salary of \$21,500 for Instructor and \$25,300 for Assistant Professor. Rank and salary will be determined on the basis of qualifications. Projected starting date August 1, 1991. The University of Alabama Libraries comprise the Amelia Gayle Gorgas Library and departmental libraries serving business, education, and science and engineering. The Libraries are a member of the Association of Research Libraries, the Center for Research Libraries, SOLINET and the Network of Alabama Academic Libraries, and use the NOTIS System. The Business Library serves the information needs of the 116 faculty members and 4,700 undergraduate and graduate students of the College of Commerce and Business Administration. Its holdings include 150,000 volumes, 4,000 serial subscriptions, 250,000 microforms, and 75 loose-leaf services. The Business Library accesses online and CD-ROM databases, including Dow Jones News/Retrieval and ABI/INFORM. A major expansion and renovation of the Business Library is scheduled for the 1991/92 academic year. The staff includes three professional librarians, four support staff members, and several student assistants. The College of Commerce and Business Administration has been accredited by the American Assembly of Collegiate Schools of Business (AACSB) since 1929, and includes a number of departments with high ranking nationally. To apply send letter of application, resume and names and addresses of three references to: Yvonne Mixon, Libraries Personnel Officer, **The University of Alabama Libraries**, Business Reference Search, P.O. Box 870266, Tuscaloosa, AL 35487-0266 by the application deadline May 8, 1991. The University of Alabama is an equal opportunity, affirmative action employer.

CATALOGER. The University of Akron is the third largest state-assisted university in Ohio. It offers its 29,000 day and evening students more than 230 associate's, bachelor's and master's degree programs, and 14 doctoral degree programs. The Univer-

sity Library and Learning Resources is seeking an experienced cataloger to do original and copy cataloging, to classify all types of library materials, and to maintain quality control over all bibliographic files. This person reports to the Head of Cataloging. Required: MLS from an ALA-accredited institution; a minimum of 2 years professional cataloging experience; knowledge of MARC formats, AACR2, LCRI, LC classification, LCSH; familiarity with online cataloging procedures. Desired: Familiarity with OCLC and/or VTLS; experience in cataloging materials in the sciences and/or engineering, preferably in an academic setting. This is a 12-month faculty position at the Instructor (eligible for promotion to tenure-track) or Assistant Professor (tenure-track) level. It includes 22 days vacation, standard benefits package, and a starting salary between \$24,500/yr. and \$26,600/yr. Rank and salary are dependent upon experience and qualifications. Person is expected to meet the University requirements for reappointment, tenure, and promotion. Application deadline is May 15, 1991. Send letter of application, resume, and names of three references to: Ann Bolek, Chairperson, Search Committee for Cataloger, **University of Akron**, Science-Technology Library, Akron, OH 44325-3907. The University of Akron is an Equal Education and Employment Institution.

CATALOG/RETROSPECTIVE CONVERSION LIBRARIAN. Pembroke State University, a campus of the University of North Carolina, seeks a Catalog/Retrospective Conversion Librarian. Will provide retrospective conversion services and occasional evening/weekend reference service. Cataloging knowledge and ALA-accredited MLS required; reference and retrospective conversion, resume, and three letters of recommendation to: Elinor Bridges, Director of Library Services, **Pembroke State University**, Pembroke, NC 28372. Preference given to those who apply by May 15, 1991. Pembroke State is an EO/AA employer.

CATALOGER. West Virginia University Health Sciences Library. A new position, reporting to the Head of Technical Services, Health Sciences Library. Responsibilities: Responsible for the cataloging of the Health Sciences Library collections. Includes original and copy cataloging, classifying and re-classifying using LC; use of Library of Congress and Medical Subject Headings; retrospective conversion, bar coding, continual editing/review of the public card

catalog, shelf list, inventories; and maintenance of Archival Files in preparation for library automation. Use of OCLC and maintenance of the Health Sciences' bibliographic records in the automated library system database. Some responsibilities in reference and circulation. Qualifications: MLS from an ALA-accredited library school. At least 1 year of cataloging experience preferably in a NOTIS/OCLC health sciences or academic library environment. Minimum Salary: \$21,500. Good fringe benefits. Status and Rank: non-tenure track library faculty appointment; rank commensurate with qualifications and experience. Send application, 2 copies of resume, and the names of 3 references to: Chair, Health Sciences Cataloger Search Committee, Wise Library, **West Virginia University**, P.O. Box 6069, Morgantown, WV 26506-6069. Application review will begin May 15, 1991, and will continue until position is filled. **West Virginia University** is an Equal Opportunity and Affirmative Action Employer. Women and minorities are encouraged to apply.

CIRCULATION LIBRARIAN, Responsible for all activities of Circulation Department, including Interlibrary Loan. Supervises support staff and student assistants. Participates in Reference Department activities as assigned. ALA-accredited MLS required. Experience with OCLC/ILL and supervision highly desirable. Experience or coursework in reference and online searching preferred. Tenure-track, faculty appointment, 12-month contract. Salary: \$21,000 minimum. Position open June 1, 1991. Send letter, resume, and names, addresses, and telephone numbers of three references by May 3, 1991, to: David Everett, Associate Director for Public Services, duPont-Ball Library, **Stetson University**, Deland, FL 32720.

GLASGOW CAMPUS LIBRARIAN, Western Kentucky University. Responsible for management of innovative branch campus library offering fax, courier, CD-ROM, and online catalog services, located 30 miles from the main campus. Duties include reference, library instruction, and collection development for a wide range of primarily undergraduate programs. Qualifications: ALA-accredited MLS and second subject master's or other advanced degree; excellent writing and verbal communication skills; strong public service attitude. Minimum salary of \$23,000. Tenure-track faculty position reporting to the Department Head of Library Public Services. Flexible hours. Send letter of application, vita, names, and telephone numbers of three references, and transcripts to: Office of Academic Affairs, Glasgow Campus Librarian Search, **Western Kentucky University**, Bowling Green, KY 42101. Position open until filled. Women and minorities are encouraged to apply. Affirmative action, equal opportunity employer.

HEAD, ACCESS SERVICES (assistant librarian, associate librarian, or librarian), Indiana University Libraries-Bloomington. Under general direction of Associate Dean for Public Services, responsible for providing leadership in resource sharing and for planning, policies, and day-to-day operations related to circulation, Main Library stacks, interlibrary loan, campus delivery, Library Information and Reference Network (library services offered over campus network), space management, photocopying and telefaxing, online catalog terminal maintenance, and library mail room; works closely with Assistant Head and six unit managers to streamline existing services, develop new services, interpret lending and fine policies to on- and off-site users; with Assistant Head will play key role in coordination of issues related to automated circulation system that operates across main and branch libraries on Bloomington campus and seven separate IU campuses; participates in overall administration of public services and in Libraries' Administrative Council. Qualifications: Master's degree from an ALA-accredited library school; minimum three years post-MLS library experience, substantial part of which has been at supervisory level; successful and varied public services experience; substantial experience with automated systems; demonstrated ability to plan library programs and work with others to attain objectives; demonstrated ability to work well independently and with others; demonstrated ability to communicate logically, clearly, and effectively, orally, and in writing; ability to meet responsibilities and requirements of faculty status in tenure-track appointment. Salary dependent upon qualifications and experience. Minimum: Assistant Librarian, \$24,500; Associate Librarian, \$29,768; Librarian, \$36,383. Conditions and benefits: Librarians hold tenure-track appointments within a system of ranks analogous to and modeled on those of the teaching faculty. They participate in a system of faculty governance which includes the Bloomington Library Faculty Council and the University Library

Faculty Council. Within the University they are eligible for election to campus and university Faculty Councils and serve on university committees and task forces. They are eligible for sabbatical and other research leaves. Benefits include Blue Cross/Blue Shield, Major Medical insurance, TIAA/CREF retirement/annuity plan, group life insurance, liberal vacation and sick leave. To apply send letter of application, resume, and names and addresses of four references to: Marilyn Shaver, Personnel Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405. Telephone: (812) 855-8196. Available: 5/15/91. Closing date: Review of applications will begin 4/15/91 and continue until position is filled. EEO/AAE.

HEAD, CATALOGING DEPARTMENT (search reopened), Southeastern Louisiana University, Sims Memorial Library, Hammond, Louisiana. Responsible for the daily operation of the Cataloging Department including examination and documentation of policies and procedures in an automated environment. Sets priorities and establishes workflow. Supervises original and copy cataloging, database maintenance, recon project and online authority work. Coordinates procedures relating to other departments. The Department is responsible for cataloging of monographs, serials, A-V, music, and selected government documents. Sims Memorial Library is a NOTIS library with the acquisitions, cataloging, and OPAC modules implemented. The Department head supervises 11 professional, 3 paraprofessionals, and student workers and reports to the Assistant Director for Technical Services. Qualifications: Accredited MLS, knowledge of and experience with AACR's,

ACCESS SERVICES LIBRARIAN

Alma College

The Alma College Library seeks applicants for a tenure-track appointment at the Instructor or Assistant Professor level with primary responsibility for the Library's growing CD-ROM, microcomputer, and online services. Includes direct managerial responsibility for circulation and ILL; supervision of 2 support staff and 25 student assistants; opportunity for BI and growth into management of Library's Dynix Circulation and Reserves modules; assigned daytime, evening, and weekend Reference Desk responsibilities. Preference given to candidates with pertinent experience and/or a second subject master's degree. Microcomputer knowledge strongly preferred. Alma is a selective liberal arts college in central Michigan, is classified as a Carnegie Liberal Arts I institution, and has a Phi Beta Kappa Chapter. ALA-accredited MLS required. Salaries highly competitive, ranging from \$27,000 to \$32,000, fringe benefits excellent. Forward resume and names of three references by **May 3, 1991**, to:

Peter Dollard, Library Director
Alma College Library
Alma, MI 48801

Equal opportunity, affirmative action employer.

HEAD, CATALOGING DEPARTMENT



Arts and Sciences Library Tufts University

The Arts & Sciences Library at Tufts University is seeking to fill the position of Head of Cataloging. Reporting to the Assistant Director for Collection Management and Technical Services, this administrative position will participate actively in departmental and librarywide planning. Using DRA and OCLC, the Cataloging Department is responsible for cataloging monographs, serials, a-v, music, and all other materials.

Responsibilities: This working manager plans, coordinates, and manages the cataloging of the library's materials in a variety of languages, subjects, and formats, including a-v and serials. Maintains the department's databases, files, and catalogs. Oversees the daily operation of the Cataloging Department including examination, modification, and documentation of policies and procedures in an automated environment. Sets priorities and establishes work flow. Coordinates procedures and policies relating to other departments within the Arts & Sciences Library, as well as those relating to the libraries of the Fletcher School of Law and Diplomacy, the Medical School, and the Veterinary School. Defines goals of the department in accord with library goals. Recruits, trains, supervises, and evaluates Cataloging Department staff comprised of 5 professionals, 1 supervisor, and 7 support staff. Maintains an awareness of new developments in cataloging and is prepared to discuss, explain, and implement them, as appropriate, into local procedures. Communicates effectively verbally and in writing. Demonstrates strong leadership skills, including participation in department heads council.

Qualifications: MLS from an ALA-accredited school. At least 5 years of cataloging experience, preferably in a variety of formats and in an academic library. Demonstrated knowledge of library automation, experience in the use of OCLC or RLIN. Knowledge of and experience with AACR2, LCSH, LC classification, and the MARC formats. Effective oral and written communications skills. Commitment to professional growth. The successful candidate will provide strong leadership, be able to recognize the need to balance quality with production, will have strong analytical skills, and will efficiently and effectively integrate the changes that have occurred, and will occur, into the catalog process.

Preferred: Some supervisory experience. Experience in planning and implementing online and personal computer applications, especially those related to cataloging and experience with DRA.

Appointment will be made commensurate with experience and qualifications. Send letter of application, including resume and names and addressees of 3 references to:

**Sonia Payne
Arts & Sciences Library
Tufts University
Medford, MA 02155**

Screening for this position will begin on **May 1, 1991** and continue until the position is filled.

Tufts University is an equal opportunity, affirmative action employer.

LCSH, LC and Dewey Classification, and OCLC. 3 to 4 years progressively responsible supervisory and cataloging experience. Demonstrated communication and training skills. Experience in the management or maintenance of an online public access database and familiarity with the use of microcomputers. Twelve-month faculty position. Assistant Professor, tenure track. Salary: \$28,000. Position open until filled. Send letter of application and resume with the names, addresses, and phone numbers of three references to: Kim Justice, Sims Memorial Library, **Southeastern Louisiana University**, P.O. Drawer 896, Hammond, LA 70402.

HEAD, LIBRARY SYSTEMS AND SYSTEMS SUPPORT SERVICES. The Head, Library Systems and Systems Support

Services reports to the AUL for Academic Information Services. Responsible for planning and implementing librarywide automated system support services and management of all library automated systems operations. Responsible for coordination of systems operations with University Computing Services and coordination of applications programming support provided by units within Library Systems (Geac ILS; IBM 3090 mainframe running BRS Search Software; for public access to the Library's catalog, 14 periodical databases, and campus information files; 275 Library microcomputers; Library AppleTalk and Ethernet connections to campus FDDI network), University Computing Services and Center for Scholarly Technology. Actively participates in the Library technology planning process, working closely with managers in both the

ASSOCIATE DEAN TECHNICAL SERVICES AND SYSTEMS DEVELOPMENT



Responsibilities: Plan, administer, and provide leadership for the technical services and systems development functions of the Northeastern University Libraries. Effectively organize staff, utilize fiscal and technological resources, and give direction to departmental units for acquisitions, serials, cataloging, networked support systems, and archives/special collections. Work closely with the Dean and to their administrative officers on strategic, long-range, and general administrative planning, on policy formulation, and on funding, budgeting, and grants. Coordinate plans and activities with user services, collection development, and administrative services. Represent the University Libraries regionally and nationally on technical services and automated systems matters.

A new, centralized library on the Boston campus opened in 1990. Annual acquisitions purchases exceed \$3.1 million. The Libraries hold membership in OCLC, Neline, and the Boston Library Consortium. CARL Systems and Tandem computers are the platforms for the public access Northeastern University Libraries Information System (NULIS) and for integrated processing services support. NULIS also serves as the Libraries' primary network gateway to other information resources.

Qualifications: ALA-accredited MLS degree. At least five years of substantial managerial experience in automated technical services and in analysis, planning, and implementation of systems and networks. Strong administrative leadership, communication, interpersonal, analytical, planning, and organizational skills. Able to work effectively with individuals and groups from among various academic, administrative, and library constituencies, and to articulate and advocate goals and innovative programs. Thorough understanding of concepts of technical services and of automated information services support in academic libraries. Knowledgeable about trends in higher education, in academic libraries, and in emerging relevant technologies and support systems. Commitment to professional growth and staff development.

Salary: \$60,000 minimum, depending upon qualifications and experience. Excellent benefits package.

Applications received by **April 30, 1991**, will receive first consideration. Please send a letter of application, resume, and the names of three references to:

**Alan R. Benefeld, Dean
Northeastern University Libraries
320 Snell Library
360 Huntington Avenue
Boston, MA 02115**

Northeastern University is an affirmative action, equal opportunity employer.

Center for Scholarly Technology and University Computing Services. Qualifications: MLS/ALA-accredited institution; candidate should possess thorough knowledge and understanding of uses of automated systems, electronic environments, and library computer systems. Must have excellent organizational and communications skills, demonstrated ability to plan and oversee both long- and short-term projects. Must have the ability to manage and supervise staff and the ability to work comfortably and effectively with technical staff, library staff, and members of the library com-

munity. Minimum of two years experience with automated information systems development, technical installation and operation of electronic systems, academic communications systems and networks, and external/national communications, networks, and database systems. Rank and salary: Librarian II, \$32,000/Librarian III, \$37,900 minimum. Apply to: Gloria J. Donaldson, Personnel Manager, Doheny Memorial Library, University of Southern California, University Park, Los Angeles, CA 90089-0182. Applicants should submit a letter of application, curriculum vitae, and three

professional references. Please refer to Head, Library Systems and Systems Support Services, Position #140 on all correspondence. AA/EOE.

HEAD, LOCAL SYSTEMS. The University of Rochester Library, an ARL member, is seeking qualified candidates for the Head of Local Systems Department. Manages a department of 3 FTE staff and a Geac 9000 automated integrated library system serving the online catalog (1 million titles), circulation, bibliographic maintenance, and electronic mail functions for UR libraries at the River Campus, Medical Campus, and Eastman School of Music. Works with the Assistant Director for Computer Systems to plan, develop, and implement computerized information resources systems. Serves as a primary technical resource person for automated applications, including networking and telecommunications. Requires: ALA/MLS; 4-5 years library experience; minimum 2 years experience directly working with computer applications; knowledge of data processing; experience with large library computer systems; ability to manage and supervise staff; good communication skills; work well and effectively in a team setting with staff at all levels. Desire: Experience with LANs and telecommunications; knowledge of academic research libraries; excellent analytical and creative problem-solving skills; coursework in Computer Science. Salary: \$33,000+. Excellent benefits. Send letter of application, resume, and 3 references to: Head, Local Systems Search committee, Library Administrative Office, Rush Rhees Library, **University of Rochester**, Rochester, NY 14627. Screening of applications will begin late March 1991. EOE/M,F.

HEAD OF INFORMATION SUPPORT SERVICES/INTERLIBRARY LOAN. Position description: The Head of Information Support Services is responsible for supervising and staffing the following key functions within the Central Library: Interlibrary Loan; Information Desk; current periodicals, audiovisual materials, microforms area; faculty and graduate carrels. The Head of Information Support Services reports to the Assistant Director for Public Services and supervises the operations of a department consisting of six support personnel and 6.5 FTE student assistants. Qualifications: Required: Master's degree from an ALA-accredited library school; working knowledge of interlibrary loan, including the OCLC ILL subsystem; supervisory experience; three years of professional experience. Desired: Additional graduate degree in a subject discipline; knowledge of media, microforms, and current periodicals. Employment: Full-time, non-traditional work week. Location: The University of Texas at Arlington, located in the Dallas-Fort Worth metroplex, has a current enrollment of approximately 25,000 and offers 97 degrees, 22 at the doctoral level. The University Libraries, consisting of the Central Library, the Architecture and Fine Arts Library, and the Science and Technology Library, have 800,000 volumes, 1,000,000 documents, 5,727 serial subscriptions, a staff of 107 including 39 librarians, and a budget for FY90-91 of \$4,750,000. The Libraries participate in AMIGOS/OCLC, BRS, STN, and use the NOTIS automated system and an IBM token-ring local area network. Salary and benefits: \$23,650 salary plus \$965 in state contributions include up to \$2,400/annum to health and benefits package, and 8.5 percent of annual salary contributed by the state for optional retirement programs. Applications: Applications should include a resume and the names and addresses of three professional references. Consideration for the position will begin April 5, 1991, and will continue until a satisfactory candidate has been found. Applications should be addressed to: Julie S. Alexander, Chair, Head of ISS Search Committee, The University of Texas at Arlington Libraries, P.O. Box 19497, Arlington, TX 76019. UTA is an affirmative action, equal opportunity employer.

LIBRARY AUTOMATION COORDINATOR (Reopened search). Position: 1) Proposed appointment: Assistant/Associate Librarian or Systems Analyst (depending on qualifications). 2) Anticipated date of appointment: August 1, 1991, or as soon thereafter as possible. 3) Salary range: \$39,940-\$55,435. Placement on the salary schedule depends on academic preparation and professional experience. 4) Benefits: An attractive package of fringe benefits valued at approximately 30% of gross salary in addition to base salary. 5) Specific position characteristics: This will be a full-time, permanent, twelve-month appointment. The Library Automation Coordinator is the central figure in the Library's continuing automation program. He/she is an important member of the Library's administration. Responsibilities include coordinating the implementation of, and training for, a comprehensive integrated

online system for a library containing over half a million titles; chief responsibility for implementation of, and training for, microcomputer applications (including personal computers and CD-ROMs) throughout the library; coordination and evaluation of existing automation activities; research and development of new automation activities. All responsibilities and assignments necessitate a consultative approach. Qualifications: 1) Academic preparation: The minimum requirement for appointment to a faculty position is an ALA-accredited MLS (or its equivalent). The minimum requirement for appointment to a staff position is a relevant degree from a four-year college or university. 2) Professional experience: This is not a beginning professional position. Substantial experience with library automation in an academic library and/or with a major system vendor is required. Demonstrable communication and organizational skills are required. Preferred qualifications include: knowledge of computer hardware/software; experience in planning and implementing library online systems; knowledge of CD-ROMs, personal computers, and national and local area networks. Strong preference will be given to candidates with the ability to relate to a culturally and ethnically diverse student population. Applications: Correspondence, applications, and confidential papers should be sent to: Tom Ebert, Search Committee Chair, Henry Madden Library-Administrative Office, **California State University, Fresno**, Fresno, CA 93740-0034. Phone: (209) 278-2403. Filing deadline: To ensure full consideration, applicants are encouraged to have all application information on file by May 15, 1991.

LIBRARY DIRECTOR. The University of St. Thomas, centrally located in Houston's museum district, invites applications for the position of Director of Doherty Library, to start July 1, 1991. The Library, with a collection of 142,000 volumes, serves the 2,000 students and 87 full-time faculty of this Catholic liberal arts university, with professional graduate and undergraduate programs, as well as a doctorate in philosophy. The Library budget is \$375,000 and is expanding to support increasing acquisitions and an automated library system to be implemented in summer 1992. Responsibilities: The director is responsible for overall administration of the library, including planning, budgeting, and the supervision of a staff of 7 (3 professional). The position is a 12-month tenure-track appointment with academic rank, reporting to the Vice President for Academic Affairs. Qualifications: MLS from an ALA-accredited program and a minimum of 3 years experience in an academic library. Experience with automated library systems preferable. Salary from \$27,000. Application deadline: April 20. Send letter, curriculum vitae, and names of 3 references to: J. Michael Miller, C.S.B., Vice President for Academic Affairs, **University of St. Thomas**, 3812 Montrose Blvd., Houston, TX 77006. Women and minorities are encouraged to apply. EOE.

MATHEMATICS/SCIENCE LIBRARIAN. This position is responsible for collection development and reference service for the Mathematics and Science Library, one of eight departmental libraries in the Science and Engineering Division. The mathematics collection numbers 30,000 volumes, with 246 journal subscriptions; the general science collection numbers 75,000 volumes with 205 journal subscriptions. The collections of the Division total 565,000 volumes and approximately 5,000 journal subscriptions. The Librarian's duties include collection development for Mathematics, History of Science and General Science Materials; shaping the collections in response to changes in the University's research and instructional programs; formulating and monitoring budgets; selecting and deselecting materials; making preservation decisions; and serving as a liaison with faculty and students of the departments served. The Librarian provides reference services, database searches, and instruction in the use of print and various other electronic reference tools, and may provide these services in other science libraries if required. In addition to an accredited MLS, requirements include an understanding of scholarly communication in the sciences and the ability to work effectively with faculty, students, and staff in a demanding environment. Superior communications skills are essential. Subject background in mathematics or a related discipline, relevant experience in an academic library, and knowledge of traditional and electronic information sources are preferred. Salary ranges (which will increase 7/1/91) are currently: Librarian I: \$27,500-\$35,750; Librarian II: \$29,500-\$39,825. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume listing names, addresses, and phone numbers of three references to: Kathleen M. Wiltshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Deadline

for applications is April 30, 1991. An affirmative action, equal opportunity employer.

MONOGRAPH ACQUISITIONS LIBRARIAN. The University of North Texas Libraries seeks applicants for the entry-level position of Monographs Acquisitions Librarian. Under the supervision of the Head of Materials Acquisitions, duties include: responsibility for all aspects of monographs and firm order acquisitions activities; supervision of two library assistants; monitor budget of approximately \$500,000. Requirements: MLS from ALA-accredited library school. Preferred qualifications: experience with database programming and other PC software packages highly desirable; library experience, supervisory talent, good communications and interpersonal skills. Appointment at the rank of Librarian I with a salary of \$22,712 minimum. A 12-month appointment with renewable contracts and includes standard benefits. The University of North Texas is a comprehensive university with a student popula-

tion of over 26,000 located in Denton, a community of 65,000 in the Dallas/Fort Worth metro area. The University Libraries have collections of over 1.4 million, a full-time staff of 112, and an operating budget of over \$4.5 million. Position available June 1, 1991. Applications received by May 1, 1991, will receive first consideration. Send letter of application, a full professional curriculum vitae, and the names, addresses, and telephone numbers of three professional references to: Clarice Luce, Monographs Acquisitions, Librarian Search Committee, c/o Administrative Offices, University of North Texas Libraries, P.O. Box 5188, Denton, TX 76203. UNT is an affirmative action, equal opportunity employer.

MONOGRAPHS CATALOGER. A faculty-level appointment with academic rank but without tenure. The individual in this position will manage the copy cataloging work flow for monographic items and will be responsible for original cataloging of monographs. With experience and interest, this individual may also develop expertise

TWO POSITIONS

University of California, Santa Cruz

Available July 1, 1991. The University of California, Santa Cruz, is a dynamic and growing campus located in a redwood-forest setting overlooking Monterey Bay, 75 miles south of San Francisco. The library, with a collection of 1 million volumes and a staff of 140, serves 10,000 students and 700 faculty.

Head, Reference Services. Associate Librarian/Librarian: Salary range for these ranks: \$35,052-\$65,340. Reports directly to the University Librarian and serves on Section Heads Council, the library's principal administrative body. Responsible for the Reference Services section, comprising 3 units-Reference, Government Publications, and Maps-with a total of 7 librarians and 6 FTE support staff. Qualifications: Required: MLS/ALA-accredited; demonstrated administrative, planning, leadership, and communication skills. Reference experience in an academic or research library, including electronic databases and library instruction. Demonstrated ability to work effectively in a multicultural environment. Preferred: Experience with government publications; demonstrated interest in management of innovative reference services. Supervisory experience with professional and support staff.

Bibliographer for Ethnic Studies and Social Sciences. Assistant Librarian/Associate Librarian. Salary range for these ranks: \$28,668-\$50,496. One of two Social Science Bibliographer positions reporting to the Head of Collection Planning. Develops social science collections in African American, Asian American, Chicano, and Native American Studies; Education; Psychology; and another discipline to be determined. Consults with faculty in American Studies (for ethnic studies), Psychology (which offers a Ph.D.), and Education (which focuses on bilingual and multicultural education and offers MA and certificate programs with a doctorate in the planning stage). Works with five other bibliographers in the unit to develop policies and services. Works closely with Acquisitions staff. Provides reference desk service in the social sciences and humanities six hours a week, provides subject library instruction, and participates in multicultural outreach. Qualifications Required: MLS/ALA-accredited; graduate-level knowledge in ethnic studies, education, or psychology; understanding of social sciences research needs and the organization of scholarly literature; broad interest in the humanities as well as the social sciences and interest in working with both undergraduate and graduate students; strong skills in writing and speaking; ability to work effectively in a culturally diverse environment; strong commitment to public service; reading knowledge of Spanish. Preferred: Fluency in Spanish; reading knowledge of an Asian language. Application deadline **April 30, 1991**. Applicants should supply a statement of their qualifications, a resume, and the names of 4 references who can comment on their qualifications. Send correspondence to:

Katherine Beiers
Assistant University Librarian-Personnel
University Library
Santa Cruz, CA 95064

UCSC is an affirmative action, equal opportunity employer.

LIBRARY DIRECTOR

Union College

Union College invites applications for the position of Director of Schaffer Library. An independent, selective, residential college of 2,000 undergraduates, Union offers liberal arts and engineering, and education. The College has just announced a \$150 million Bicentennial Campaign, and a major renovation and expansion of the current Library facility and enhancement of its collections are among the projects for which financial support is being sought.

The Director reports to the Dean of the Faculty and is responsible for administering a budget of approximately \$1.5 million, a collection of 470,000 volumes, and a staff of 26, including 12 professionals. Schaffer Library belongs to the 50-member Capital District Library Council and is a selective depository for federal government documents. The Library is a member of OCLC and provides computer-assisted reference via CD-ROM and various online services. Implementation of an integrated library automation system (DRA Atlas) was begun in 1987: cataloging, circulation, and the public access catalog have been in operation since 1989.

Qualifications: The College is seeking an energetic, dedicated, and imaginative professional possessing the following qualifications: ALA-accredited MLS (required); considerable professional experience at the staff level culminating in two or more years of administrative experience in an academic library, with evidence of success in library personnel management and staff development, fiscal planning, and program development; ability to play a major role in library expansion and renovation; proven leadership abilities and the superior communications skills necessary for working effectively with staff, faculty, students, administrators, alumni, Friends of the Library, community members, and potential donors; clear commitment to the principles of service and open access to information; advocacy of the educational mission of the College and of the Library's active participation in that process; comprehension of the role that information technologies play in the college setting and a commitment to the ongoing process of library automation; appreciation of the learning process and a strong educational background; acquaintance with library preservation and conservation issues and practices; evidence of active participation in the profession beyond the local level and of a commitment to professional growth.

The position of Library Director is an administrative appointment with faculty status at the appropriate rank. Salary is competitive and commensurate with experience, beginning at \$50,000. Review of applications begins April 15; deadline **April 30**. Send letter of application, including resume and the names and addresses of three references to:

**Search Committee/or the Library Director
Dean of the Faculty
Administration Building
Union College, Schenectady, NY 12308**

The College is an affirmative action, equal opportunity employer and encourages applications from

in cataloging of materials in other formats, including maps, scores, sound recordings, and video recordings. Required: An ALA-accredited master's degree; knowledge of technical library operations with special emphasis on principles of monographic cataloging using AACR2, LC Classification, and LCSH; ability to supervise subordinates and to communicate library policies and procedures clearly and tactfully. Desired: One year directly related experience; experience using an online bibliographic utility, such as OCLC. Entry-level applicants are encouraged to apply for this position. Salary negotiable, but not less than \$21,000 for 12 months, depending upon education and experience. Send letter of inquiry or call for complete job description and application process to: Trisha Long, Administrative Secretary, James B. Duke Library, Furman University, Greenville, SC 29613; (803) 294-2191. To receive full consideration, applications should be complete by May 3, 1991.

PUBLIC SERVICES LIBRARIAN, Albert R. Mann Library, Cornell University. Responsibilities include providing reference, instruction, and computerized search services as part of a nine-member public services Professional staff reporting to the Head of Public Services. Each of these staff have additional responsibilities. This librarian will work with the coordinator of numeric files in expanding users' access to statistical information in computerized databases. These responsibilities include: evaluating data for readability and validity; comparing and selecting storage and access options such as magnetic tape, floppy disk, optical disk, and online; consulting with users and developing strategies for data extraction and presentation; and providing training in using numeric files systems and in using statistical software. Interested in candidates who are not afraid of computers, able to learn multiple retrieval languages and at least one database management program, interested in statistics, and who know how data are used in research. Will provide



TWO POSITIONS

Coordinator for Information Services, Payson Library. The Coordinator provides administrative direction and professional leadership for information services in Payson Library, serving the university's college of arts, letters, and sciences. Major responsibilities are: in partnership with teaching faculty, assist in the development of information-seeking skills programs; develop and manage information (reference) services; train and supervise librarians providing information services; evaluate and select information (reference) resources, especially machine-readable materials; broaden and actively maintain resource-sharing arrangements with area libraries.

Required education and skills: Accredited MLS or MS in information studies, experience in reference or information services should be sufficient to warrant senior level appointment; strong management and interpersonal skills are especially required. Pepperdine seeks applicants who can interact effectively with a diverse user and staff population and who are knowledgeable in machine-readable information resources and end-user database searching.

The Pepperdine University library system has developed a long-term strategic plan which focuses the libraries' efforts on promoting information literacy and, in partnership with teaching faculty, helping students develop information seeking skills. To achieve this, the libraries are in the process of evolving into teaching libraries in which all librarians will participate in some aspects of information dissemination and skills instruction. The Coordinator for Information Services, working collegially with other coordinators, librarians, and faculty, will provide increasingly significant leadership for this effort.

Information Services Librarian, Pepperdine Plaza Library, Culver City, California. The Pepperdine Plaza Library provides services to the faculty and students of the university's Graduate School of Education and Psychology (GSEP) and the School of Business and Management (SBM). The GSEP offers master's and doctoral degree programs, and SBM offers master's degrees in business administration, international business, and in the management of technology.

Under the direction of the Coordinator for Off-Campus Library Services, the information services librarian provides reference services, including online searching; assists with end-user database searching and bibliographic instruction; and supervises the evening and weekend circulation desk clerks.

Required education and skills: Accredited MLS or MS in information studies; experience in reference services and bibliographic instruction, including experience in online searching in education, business, or psychology; ability to work independently with other librarians and service providers; word processing skills desirable.

Position requires incumbent to work some evening and weekend hours, as negotiated with off-campus library services coordinator.

Appointment: *Coordinator for Information Services:* Associate for full Librarian; additional degree not required for senior rank; salary, negotiable from \$45,000. *Information Services Librarian:* Senior Assistant or Associate Librarian; salary, negotiable from \$35,000. Excellent university benefits.

Apply: Please send resume and names and telephone numbers of three references, by **May 15, 1991**, to:

Joseph McDonald
Director, University Libraries
Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90263

Pepperdine University is an independent Christian university of approximately 7,000 students under the control of a self-perpetuating Board of Regents, and is related to the Churches of Christ. Candidates who support the university's commitment to Christian values are encouraged to apply. Women and minority candidates are especially encouraged to apply.

FOUR POSITIONS

University of Wisconsin, Milwaukee The Golda Meir Library

The University of Wisconsin-Milwaukee (UWM) is a major metropolitan doctoral university serving over 25,000 students. The campus is located on Milwaukee's tree-shaded residential east side bordering Lake Michigan.

The Golda Meir Library is a modern, centralized library housing over 3.6 million bibliographic items as well as the 900,000-item American Geographical Society Collection. The materials budget exceeds \$2.4 million/year. The Library is a member of the Center for Research Libraries.

Automation Librarian (new position). Under the direction of the Assistant Director for Automation, participates in the planning and implementing of the automated systems of the Golda Meir Library, including bringing NOTIS into full implementation. Participates in development and in support of the Library's administrative computing applications. Supports Novell Local Area Network for CD-ROM access. Assists in hardware installation, user training, and user support for all library automated systems. Shares responsibility for supervising five full-time staff plus part-time staff and student assistants. Qualifications: Required: ALA-accredited graduate library degree or master's degree related to library automation (e.g., MSIS); previous automation experience in a large academic library; strong communication, interpersonal, and supervisory skills.

Coordinator of Acquisitions (new position). Under the direction of the Assistant Director for Collection Management, provides professional oversight of the day-to-day functions of searching, ordering, and receiving serials and monographs. Coordinates NOTIS activities of the Holdings Control and Order Searching Units. Assists with the planning and implementation of the Acquisitions/Serials Control modules of NOTIS. Oversees data collection and analysis. Reviews and selects approval and blanket order books. Works with Assistant Director for Collection Management on projects and presentations. Shares responsibility for supervising seven full-time staff plus part-time staff and student assistants. Communicates effectively with publishers and vendors. Qualifications: Required: ALA-accredited graduate library degree; two to five years of relevant experience in an academic library; two years supervisory responsibility; working knowledge of trends and procedures with serials; automated acquisitions experience, preferably NOTIS; familiarity with MARC format; familiarity with domestic and foreign book trades; strong interpersonal and communication skills; demonstrated leadership ability. Desired: Additional master's degree in a subject area; foreign language ability.

Reference Librarian, Applied Science and Technology (new position). Under the direction of the Reference Department Administrator, provides both general and specialized reference service in applied

(continued on following page)

training to applicant interested in developing expertise in numeric files, an important growth area for Mann Library's collections and services. This librarian will also participate in research and development projects involving accessing, retrieving, and managing electronic information. Mann's working environment is characterized by cooperation and teamwork among staff members. All library staff are involved in implementing an electronic library. Mann Library holds the nation's second largest collection of agricultural and life sciences information resources in print and electronic form. This is supplemented by a substantial number of related social sciences publications. The library serves students, faculty, researchers, extension personnel, and staff of Cornell's College of Agriculture and Life Sciences, the College of Human Ecology, and the Division of Biological Sciences. Mann has a staff of 65 FTE assisted by over one hundred student employees. Operations and projects are supported by Mann's systems staff of six systems analysts, programmers, and technicians. Knowledge/Experience: Master's degree in library or information science required. Excellent communication skills and interpersonal abili-

ties required. Interest in statistics or management of research data required. Experience in working with the public highly desirable. Two year's library work experience highly desirable. Desirable experience: use of SAS, SPSS, or a database management program for microcomputer or mainframe; use of BRS, DIALOG, or SilverPlatter; classroom teaching. Academic background in life sciences, social sciences, or business desirable. Send cover letter, resume, and the names, addresses, and phone numbers of three references by May 10, 1991, to: Ann Dyckman, Director of Personnel, 201 Olin Library, Cornell University, Ithaca, NY 14851. Applications accepted until position is filled. Expected salary range \$23,300-\$25,000. Cornell University is an equal opportunity, affirmative action employer.

REFERENCE/ACCESS SERVICES LIBRARIAN. Reports to Head, Science and Engineering Library. Provides reference and information services, bibliographic instruction, collection development, and maintains overview of circulation services including supervision of library assistants. Qualifications: Required: MLS/

(cont from previous page)

science and technology, with primary emphasis on engineering. Participates in bibliographic instruction, database searching, microcomputer and CD-ROM applications, and collection development. Must be service oriented individual with ability to communicate effectively with a wide variety of people. Qualifications: Required: ALA-accredited graduate library degree; bachelor's or master's in an appropriate science or engineering field; familiarity with computer searching, microcomputers, and bibliographic instruction; strong communication, interpersonal and supervisory skills. Desirable: Previous reference experience in an academic/special library.

Head, Interlibrary Loan Office. Under the direction of the Reference Department Administrator, manages the ILL service, comprising 3 paraprofessionals plus student employees. Assists in formulating and implementing Interlibrary Loan/Reference policies and procedures; assists in hiring, training, scheduling, and supervising ILL support staff; provides general reference service approximately 10 hours/week; participates in bibliographic instruction; performs sophisticated bibliographic searching in a wide variety of subjects and languages; assists in the reference and microforms areas as needed. Qualifications: Required: ALA-accredited graduate library degree; previous relevant experience; bibliographic/reference experience; knowledge of computer systems; supervisory skills; strong oral and written communication skills; ability to communicate effectively with faculty and students; ability to maintain good working relations with local, state, regional, national, and international networking groups. Desirable: Knowledge of at least one foreign language.

Salary: Associate Academic Librarian (minimum \$23,996), Academic Librarian (minimum \$27,537) depending upon qualifications and experience.

Appointment/benefits: All four positions are Academic staff annual probationary appointments leading to indefinite appointments. Generous vacation and fringe benefits.

Application: UW-Milwaukee and the Golda Meir Library strongly encourage women and minorities to apply. Send letter of application and statement of qualifications for each specific position, resume, transcripts, and three references to:

**Elise Colvin, Personnel Librarian
Golda Meir Library
University of Wisconsin-Milwaukee
P.O. Box 604
Milwaukee, WI 53201**

Review of applications begins April 5, 1991.

The University of Wisconsin-Milwaukee is an equal opportunity, affirmative action employer.

ALA-accredited institution; strong commitment to higher education and research in sciences and engineering; basic experience in database searching; basic experience with microcomputer hardware and software. Desirable: Academic major or minor in science or engineering; two years experience in science or engineering library; strong online search experience in science and engineering databases available through vendors such as DIALOG, BRS, STN International, and NLM. Rank and salary: Librarian I, \$28,900/Librarian II, \$32,000 minimum. Apply to: Gloria J. Donaldson, Personnel Manager, Doherty Memorial Library, University of Southern California, University Park, Los Angeles, CA 90089-0182 or call (213) 740-2928. Applicants should submit letter of application, curriculum vitae, and three professional references. Refer to Reference/Access Services Librarian, Science and Engineering Library, Position #130, on correspondence. AA/EOE.

REFERENCE/INSTRUCTION LIBRARIAN. Berea College seeks candidates for immediate opening at Instructor of Assistant Pro-

fessor level. Experience and strong interest in reference and bibliographic instruction required. Berea is a four-year liberal arts college with dynamic commitment to reference/instruction as part of the library program. Responsibilities include staffing the reference desk, teaching in bibliographic instruction program, liaison for the collection development with academic departments, and shared responsibilities with other library faculty for library programs. The position is for about thirty months. Initial salary \$22,000-\$24,000. Appointment to begin June 1, 1991, or sooner. Letter of application, resume, and three references to: Thomas G. Kirk, College Librarian, Hutchins Library, Berea College, Berea, KY 40404. Applications received until the position is filled. In keeping with the College's Christian tradition and its emphasis on the worth and dignity of all persons, Berea encourages applications from women and members of minority groups.

REFERENCE/INTERNATIONAL DOCUMENTS LIBRARIAN. Provides reference service and performs online searches. Responsible for acquisition, maintenance, and promotion of the

international organization's documents collection. Prepares research guides to the collection and library instruction. Supervises local preparation of new materials for general VKC Library collection and reserve materials processing. Supervises two library assistants and ten hours per week of student time. Qualifications: Required: MLS/ALA-accredited institution with an undergraduate degree in the social sciences, preferably in either international relations or political science. Experience in or knowledge of international organizations documents (especially United Nations or the European Community). Preferred: Experience with Apple Macintosh computers and/or ProCite software. Rank and salary: Librarian II, \$32,000/Librarian III, \$37,900 minimum. Apply to: Gloria J. Donaldson, Personnel Manager, Doherty Memorial Library, University of Southern California, University Park, Los Angeles, CA 90089-0182. Applicants should submit letter of application, curriculum vitae, and three professional references. Please refer to Reference/International Documents Librarian, VKC Library, Position #143, on all correspondence. AA/EOE.

REFERENCE LIBRARIAN. Denison Library (Scripps College campus) for the Claremont Colleges. Responsibilities: The Reference Librarian, Denison Library, provides reference service and bibliographic instruction in an undergraduate setting. Assists Librarian in: training student staff in technical and creative projects; preparing exhibits; recommending acquisitions; and providing service and bibliographic control of College Archives. For the library system: develops the central collection in one or more areas of the humanities, assists in bibliographic instruction for those subject areas; participates in Honnold/Mudd reference desk schedule. Denison Library houses approximately 110,000 volumes strong in the humanities, book arts, and women's studies. The Libraries of the Claremont Colleges serve the 6,000 students, faculty, and staff of five undergraduate colleges and one graduate institution. The four-library system holds more than 1.7 million volumes; is linked by an integrated online system designed by Innovative Interfaces; and offers a broad range of computer-based services. Qualifications: ALA-accredited MLS required; academic background in the humanities essential with advanced degree desirable. Interest in archives and/or special collections desirable. Knowledge of computer-based reference services desirable. Ability to communicate well and interact effectively in an academic environment with colleagues, students, and faculty is essential. Appointment: Position to be filled by July 1, 1991. Salary minimum \$25,000 dependent on experience and qualifications. Excellent benefits including TIAA-CREF, 22 days vacation, variety of health options. To apply: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Bonnie J. Clemens, Director of the Libraries, Claremont Colleges, 800 Dartmouth Ave., Claremont, CA 91711. Applications received by May 1, 1991, will receive first consideration. The Claremont Colleges are an equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN for dynamic, service-oriented program of humanities and social sciences reference in an outstanding college library. Required: ALA/MLS, sound liberal arts education, previous academic library reference experience, demonstrated service commitment, ability to work well with others, excellent communication skills. Preferred: experience with library instruction, electronic information sources, interlibrary loan, and government documents; knowledge of one or more foreign languages. Oberlin College combines a leading undergraduate college of arts and sciences with a music school of national prominence. The library contains over 1 million volumes and is fully automated. Annual salary: \$24,000 minimum. Available July 1, 1991. To ensure consideration, send letter of application, resume, and three letters of reference by April 19, 1991, to: Reference Search Committee, Oberlin College Library, Oberlin, OH 44074. AA, EOE.

REFERENCE LIBRARIAN. Penn State, Harrisburg. Provide general reference services with emphasis in one of the following: engineering and technology; public administration, or behavioral science and education. Microcomputer skills highly desirable. Duties include desk coverage (with scheduled evening and weekend hours), bibliographic instruction, computer-based literature searching, and collection development. Candidate should have proven ability to communicate and work effectively with students, faculty, and administrators. Campus facts: 2,050 upper division students; 1,350 graduate students; 144 faculty; 200,000 volumes; 500,000 microform titles; over 1,500 periodical subscriptions. Minimum requirements: ALA-accredited MLS and academic back-

ground or library experience in one of the areas listed above. Ability to meet faculty standards for appointment, promotion and tenure. Available: September 1991. Salary: \$25,000 or higher, dependent on qualifications. Benefits: Faculty status; liberal vacation/sick leave; life/health/dental/vision-care insurance; choice of State or TIAA/CREF retirement plans; educational benefits; additional optional insurance and tax-sheltered plans. Send letter of application, current complete resume, and names of three references to: Chair, Library Search Committee, c/o Sandra Jackson, Box LIB, Penn State Harrisburg, Middletown, PA 17057. Closing date: April 30, 1991, or until position is filled. An affirmative action, equal opportunity employer. Women and minorities are encouraged to apply.

SCHOLAR/LIBRARIAN, American Academy in Rome, Italy. Important research library of 110,000 volumes seeks dedicated scholar/librarian to govern and expand collections in classical antiquity, especially Roman archaeology and topography, and in history of art. Position reports to Director of American Academy. Primary responsibilities include administration of staff of four full-time assistants, preparation of annual budget and overseeing of expenditure, assisting in preparation of grant proposals, direction of acquisitions and catalogue, and direction of computerizing of catalogue in cooperation with Vatican Library and other libraries in council of libraries of foreign institutions in Rome. Position qualifications should include an ALA-accredited MLS or equivalent; relevant computer literacy; several years of library experience, including searching of commercial databases and bibliographical sources; knowledge of Italian essential, knowledge of German and other modern languages desirable. Scholarly achievement and library experience are required. Salary range, dependent on qualifications and experience, would be in the range of \$30,000-\$40,000. Application deadline: May 1, 1991. Send letter of application, resume, and names, addresses, and telephone numbers of three professional references to: Wayne A. Linker, Executive Vice President, American Academy in Rome, 41 East 65th Street, New York, NY 10021-6508.

CHIEF LIBRARIAN

MINA REES LIBRARY

The Graduate School and University Center

The City University of New York

The Graduate School and University Center, located in midtown Manhattan, is a unit of The City University of New York, the nation's largest public urban university. Nearly 4000 students are enrolled in 32 doctoral programs and 7 master's programs.

The Graduate School's Mina Rees Library seeks a Chief Librarian to administer staff & budget, develop collections (now some 209,000 volumes, 1,700 serials, 180,000 art slides) & services (including NOTIS), plan & implement policy.

Requires: MLS from ALA-accredited program; additional advanced degree (doctorate preferred); strong administrative record in academic or research library. Salary \$61,492 to \$70,110 (plus administrative supplement), depending on qualifications.

Send CV and names of 3 references by 4/20/91 to: Acting Provost Geoffrey Marshall, CUNY Graduate School, 33 West 42 Street, New York NY 10036. Position to be filled as soon as possible.

CUNY is an Affirmative Action / Equal Opportunity Employer.

LIBRARIAN

Dana Biomedical Library Dartmouth College Libraries

Responsibilities: The Librarian, Dana Biomedical Library, works within a decentralized library system to provide strategic leadership for a team of life sciences and medical information professionals providing sophisticated information services in libraries in two campuses. Plans and implements a vision of client-centered services in a new satellite electronic library scheduled to open Fall 1991, on the new site of the Dartmouth-Hitchcock Medical Center (DHMC). Organizes and manages the team engaged in collection management and development, sophisticated reference and information retrieval, instructional services, microcomputer laboratory activities, and medical community outreach. Manages an annual budget in excess of \$1 million in the provision of traditional and state-of-the-art services to the Dartmouth College and the DHMC communities. Maintains strong and effective communications with a diverse user community.

Qualifications: ALA/MLS with a minimum of 7 years experience in an academic health sciences or life sciences library with at least 5 years of progressively higher administrative responsibilities and an educational background in the life sciences are required. The successful candidate will have proven leadership, management, and interpersonal skills that foster teamwork and a record of successful implementation of state-of-the-art information technology and knowledge management systems.

Salary and benefits: Dartmouth College offers a flexible benefit package including 22 days vacation; TIAA/CREF; paid major medical, hospital, and dental insurance; and assistance with moving expenses. Rank and salary commensurate with background and experience.

Applications: Review of resumes will begin **May 15, 1991**. Send resumes to:

**Phyllis E. Jaynes
Chair, Biomedical Librarian Search Committee
115 Baker Library
Dartmouth College
Hanover, NH 03755**

Dartmouth College is an AA, EEO, M/F employer. Minority candidates are encouraged to apply.

SERIALS PRINCIPAL CATALOGER. Assistant Professor (tenure-leading), Serials Department, starting July 1. Perform original cataloging for new and successive print/nonprint serials titles. Participate in retrospective conversion of serials on OCLC. Provide library assistants with information requiring professional expertise. Revise work of library assistants as required. Keep up-to-date on trends in serials cataloging and on Library of Congress rule interpretations for serials. Train staff in national serials cataloging standards and in local policies, as needed. Required: MLS from an ALA-accredited library school, minimum of three years professional serials cataloging experience in an academic library. Good working knowledge of AACR2 rev., USMARC serials format, and OCLC. One or more foreign languages. Preferred: experience in training or instructional design. \$29,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses/telephone numbers of three references by May 15 to: Kent Hendrickson, 106 Love Library, University of Nebraska/Lincoln, Lincoln, NE 68588-0410. Affirmative action, equal opportunity employer.

SOCIAL SCIENCES REFERENCE LIBRARIAN (search extended). Carnegie Mellon University Libraries are seeking a creative, innovative information services librarian to complement the library information services team, working in a highly automated

environment. This position serves the information needs of undergraduates, graduates, and faculty in the school of Urban & Public Affairs, the College of Humanities & Social Sciences and the Graduate School of Industrial Administration. Responsibilities include reference service (with some evening hours and weekend rotation), faculty liaison and collection development in urban and political affairs, social and decision sciences, and statistics; participation in subject-oriented library instruction programs; coordination of machine-readable statistical and numerical data files activities; assisting in the reference education of library school interns and supervising undergraduate work study student assistants. Qualifications required include the MLS (ALA-accredited); undergraduate degree in a field of the social sciences or a humanities degree with relevant experience in social sciences reference work; academic library reference experience, with the ability to function effectively using a variety of automated systems (including online catalog, database searching, CD-ROMs, IBM or Macintosh personal computers); demonstrated excellent interpersonal, verbal, and written communication skills; supervisory experience; evidence of continued growth in professional activities. Preferred qualifications are experience providing support in the use of machine-readable statistical or numerical data files; advanced degree in the social sciences; course work in statistical methodology or data manipulation; reading knowledge of a modern European language. Salary: \$23,000 entry level; \$25,000-\$32,000, depend-

ing on qualifications and experience. Twelve-month appointment with competitive university benefits. Send letter of application, resume, and the names of three references to: Administrative Office, University Libraries, Carnegie Mellon University, Frew Street, Pittsburgh, PA 15213-3890. Preference will be given to applications received by April 30, 1991. Applications will be reviewed until the position is filled. Carnegie Mellon University is an AA/EEO employer.

SYSTEMS/REFERENCE LIBRARIAN. Primary responsibilities: Facilitate the productive use of machine-readable data by students and faculty; coordinate reference services with seven other librarians who all also provide reference service; assist in library instructional program in one of the three Academic Divisions; implement an automated serials module. Required: ALA-MLS; demonstrable ability in database searching and manipulation; networking skills; commitment to library skills as a liberal art. Preferred: Experience in library instruction and reference; experience in a college library. Twelve-month, annually renewable contract. Applications will be accepted until filled. Starting date between July 1, 1991, and August 15, 1991. Minimum salary \$24,000. Colorado College is an equal opportunity employer. The College seeks candidates who can address the perspective of women and minorities in all of its programs. Send letters of application, resumes, and the names of three references to: Librarian Search Committee, Colorado College, Tutt Library, 1021 N. Cascade Ave., Colorado Springs, CO 80903.

TECHNICAL ARCHIVIST. The University of Alabama Libraries seeks applications for the position of Technical Archivist to provide technical expertise in the arrangement, description, and preservation of manuscripts, university archives, maps, photographs and book collections in a large and growing Special Collections department; assist with reference activities and collection development; and direct microfilming activities of the department. Assist with supervision of interns and student assistants. Qualifications-Required: An MLS from a program accredited by ALA with appropriate training and experience in manuscripts/archival management; or an MA in History, American Studies preferably with a specialization in Southern history. Familiarity with all facets of preservation, manuscripts arrangement, and description with knowledge of AACR2 and OCLC-MARC system and AMC format. Good interpersonal skills with ability to communicate with the public and donors; evidence of excellent verbal and written communication skills, organizational ability, initiative and flexibility. Working knowledge of historical research sources, methods, techniques, and experience with standard bibliographic tools in the humanities and social sciences. Desired: Knowledge of Alabama and Southern history; familiarity with microcomputer applications in an archival setting; a minimum of three years experience in a special collections library or archival repository. Strong benefits, tenure earning track, Instructor rank. Salary minimum \$21,500. To apply send letter of application, resume, and the names and addresses of three references to: Yvonne Mixon, University of Alabama Libraries, TA Search, P.O. Box 870266, Tuscaloosa, AL 35487-0266 by the application deadline of June 1, 1991. The University of Alabama is an equal opportunity/affirmative action employer.

TWO POSITIONS

Austin College Sherman, Texas

Austin College, a liberal arts institution serving 1,200 students, is seeking candidates for two library positions.

1) *Public Services Librarian.* Position provides full range of services to students and faculty; serves as liaison to various faculty departments for bibliographic instruction and assistance in collection development; and coordinates reference, circulation, and bibliographic instruction activities. Required: ALA/MLS and demonstrated commitment to an active role for the library in a liberal arts environment. Preferred: Two years experience in academic library and ability to communicate and work effectively with faculty and students. Salary: \$22,000 minimum.

2) *Systems Information Librarian.* Position coordinates ongoing development of library's automated system (NOTIS), oversees database management, manages microcomputer and CD-ROM applications. Required: ALA/MLS and demonstrated understanding of current and developing library technologies. Preferred: at least two years of background in library systems and working knowledge of MARC format, OCLC, and DIALOG. Salary: \$22,000 minimum.

Benefits include support for professional research and development, faculty rank, 4 weeks vacation, competitive supplementary benefits, TIAA/CREF. Please send letter of application, resume, and three letters of recommendation to:

**Susan L. Myers, College Librarian
Austin College
Sherman, TX 75091-1177**

Review of candidates will begin **April 15, 1991.**

EOE.

LATE JOB LISTINGS

DEAN OF THE UNIVERSITY LIBRARY. University of San Francisco, with over 6,300 students, seeks Dean to oversee the Richard A. Gleeson Library, the Chinese Library, the Instructional Media Department, and the University Archives. The Dean oversees a collection of over 500,000 volumes and administers a budget of almost \$2 million annually. Requires 8 years of progressively responsible professional experience in a library of recognized standing, including 3 years in a responsible, managerial capacity. Experience with online computerized systems essential. Master's degree from an ALA-accredited school; doctorate preferred. Starts July 1, 1991. Salary competitive; minimum \$60,000. Send detailed resume and names/phone numbers of 3 profession references to: Patrick Woods, Chair, Search Committee, Dean of the University Library, **USF**, Campion Hall B-2, 2130 Fulton Street, San Francisco, CA 94117-1080. Open until filled. Interview process to begin April 15. AA/EEO.

DOCUMENTS LIBRARIAN, (Head of Department). The University of Illinois at Chicago is seeking an innovative and future-oriented professional librarian to head the Documents Department. The Documents Department consists of five librarians, four support staff, a resident librarian, and student assistants. The Documents Librarian is responsible for the management of the department and its component 130,000 item Map section; for developing the 900,000 item documents collection; for planning the program of automated information access for the collection; and for implementing a vigorous program of service for the University and the City of Chicago. Minimum qualifications: an ALA-accredited MLS; three to five years increasingly responsible library experience in a documents department, and demonstrated ability to meet University standards in research, publication and professional service commensurate with tenure. Additional desirable qualifications: Knowledge of and experience with providing automated information services for documents collections in a NOTIS environment. Salary/Rank/Contract: Faculty appointments in the UIC Library begin at \$25,000; dependent upon qualifications and experience. Twelve-month appointment; 24 days vacation; 12 days annual sick leave with additional disability benefits; 11 paid holidays; paid medical coverage (coverage for dependents may be purchased); dental and life insurance; participation in the State Universities Retirement System compulsory (8% of salary withheld, tax exempt until withdrawal); no social security coverage but Medicare payment required; physical examination at University Health Service is required upon appointment. For fullest consideration send a cover letter, resume and the names of at least three references by May 1, 1991 to: Darlene M. Ziolkowski, Personnel Librarian, **University of Illinois at Chicago**, Box 8198, Chicago, IL 60680. An affirmative action, equal opportunity employer

GOVERNMENT DOCUMENTS CATALOG LIBRARIAN. California State University, Sacramento. Probationary (tenure-track) faculty position, 12 month appointment. Salary \$36,468 minimum. Rank of Senior Assistant/Associate Librarian depending upon qualifications. Responsibilities: Under the direction of the Government Documents Librarian catalogs U.S., California State, Canadian, and international documents in monographic, serial, and nonprint formats using a variety of classification schemes; performs full and partial original cataloging; supervises one Library Assistant; participates in creating cataloging policy; oversees the conversion and maintenance of bibliographic records; represents the department on committees of the CSUS Integrated Library System; serves as departmental liaison to the Bibliographic Database Maintenance Catalog Librarian and departmental resource person for any automated bibliographic system; participates in some reference and bibliographic instruction activities and has

collection development responsibilities; assists in the development of library policy; participates in university and scholarly activities. Minimum qualifications: Master's degree from an ALA-accredited library science program or equivalent; two years of professional cataloging experience including original cataloging; sound knowledge of AACR II, LC subject headings, and MARC format for bibliographic data; competency with a bibliographic utility; strong interpersonal and communication skills (written and oral); ability to work effectively in a changing library environment. Desirable qualifications: Experience in an academic library setting; supervisory experience; serials and monographic cataloging experience; cataloging experience with government documents, and LC classification; possess characteristics which enhance the diversity of the CSUS campus community, e.g., bilingual ability, cultural/ethnic diversity. Screening of applications will begin on April 22, 1991. Position remains open until filled. However, applications received by May 31, 1991, will receive first consideration. Write for a detailed vacancy announcement. Application procedures: Send a letter addressing the above qualifications, a current resume, and names and addresses of three references to: Charles Martell, Dean and University Librarian, **California State University, Sacramento**, 2000 Jed Smith Drive, Sacramento, CA 95819-6039. The Library is committed to improving the diversity of its faculty and encourages qualified women, underrepresented ethnic minorities, disabled individuals, and Vietnam-era veterans to apply for this position. An equal opportunity, affirmative action institution.

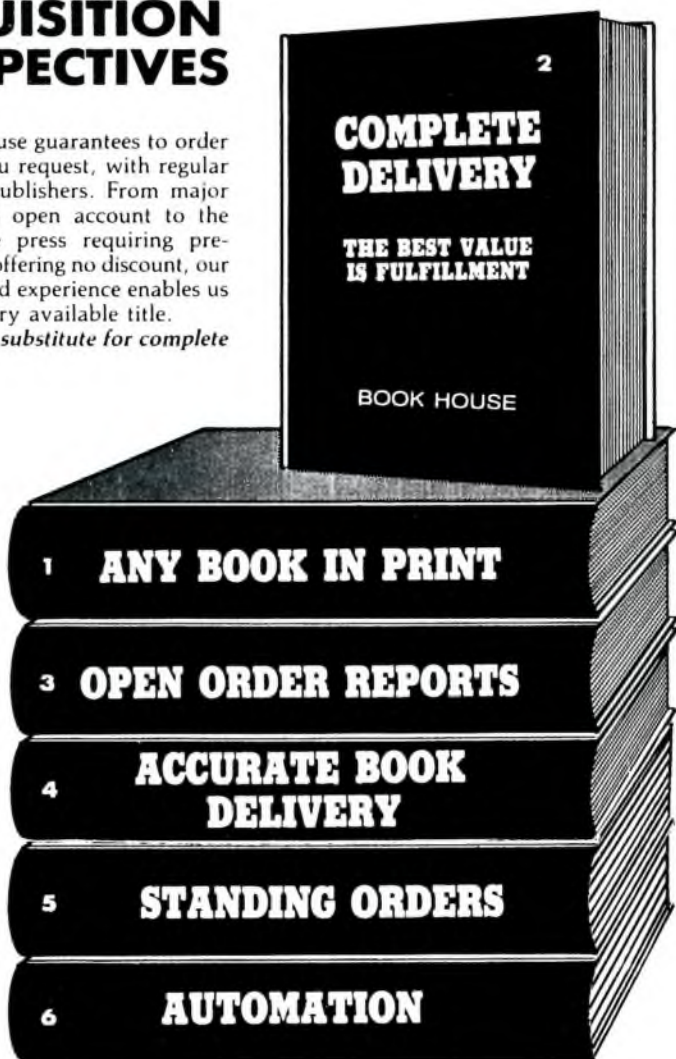
HEAD OF CIRCULATION/ACCESS SERVICES. Responsible for the management of circulation (circulation desk, stacks, and student personnel), off-site storage, and building security. Also responsible for assistance in planning for remote online access. Other duties will be determined by changing needs resulting from planning for new library addition and installation of an integrated online system. Included in responsibilities are direct supervision of 9.5 FTE, policy formulation and implementation related to user access to library services, and liaison activities with library and university departments. Reports to head of Public Services. Position requires an ALA-accredited MLS; excellent communication, planning, and leadership skills; demonstrated successful supervisory skills; ability to work effectively with diverse clientele. Minimum of two years of circulation experience (preferably in an academic library) required, and expertise with an online circulation system preferred. Salary and rank will depend upon qualifications; \$23,000 minimum. Twelve-month, tenure-track, TIAA/CREF, twenty-two days annual leave, tuition, and other benefits. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional opportunities. Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Review of applications will begin April 17. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: John A. Harrison, Director of Libraries, **University of Arkansas, Fayetteville, AK 72701-1201**. The University of Arkansas is an equal opportunity, affirmative action employer. Applicants must have proof of legal authority to work in the United States.

USER SERVICES LIBRARIAN. Leading software developer of systems used in corporation and university libraries needs MLS with minimum of 3 years experience to provide essential training and support to clients and staff. 50% travel. Call our recruiter at (312) 201-8531.

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