

THE

CLASSIFIED

ADS

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

Rates: Classified advertisements are \$6.60 per line for institutions that are ACRL members, \$8.40 for others. Late job notices are \$15.95 per line for institutions that are ACRL members, \$18.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$295 to \$565 based upon size. Please call for sizes and rates.

Guidelines: For ads that list an application deadline, we suggest that date be no sooner than the 20th day of the month in which the notice appears (e.g., October 20 for the October issue). All job announcements should include a salary 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.

Contact: Jack Helbig, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: U21808@UICVM.uic.edu.

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

POSITIONS OPEN

ACQUISITIONS LIBRARIAN. Millsaps College seeks a resourceful individual to manage acquisitions and share in technical services. He/she will participate in selection, perform acquisitions (one part-time assistant), and precataloging and serve as systems management (DRA) backup, as well as share some public service and college faculty responsibilities. Qualifications include exposure to small college environment, demonstrated bibliographic skill, computer literacy, flexible style, and the ability to work well with students, staff, and faculty. Three years academic experience preferred. ALA-MLS letter, resume, names of three references, and transcripts required. EOE/AA. Available July 1, 1993. Salary range: \$21,000-\$24,000. Full benefits. Contact: Jim Parks, College Librarian, Millsaps College, P.O. Box 150148, Jackson, MS 39210-0011, (601)924-1070, parksj@okra.millsaps.edu.

ASSISTANT DIRECTOR, LIBRARY/ARCHIVES DIVISION. Kansas State Historical Society, Topeka, Kansas. Responsibilities: Administers all aspects of the library section, oversees the activities of the reference and microfilm sections, and supervises the employees heading those sections. Assists the Division Director in planning, implementing, and evaluating the work of the division which includes the State Archives, records management, manuscripts, and photo sections. An immediate task will be to initiate the use of OCLC in library and archives cataloging and implement other automated

services as feasible. Qualifications: Required: MLS, three years professional experience in a library, special collection, or historical society including or supplemented by one year of supervisory experience. Preferred: Experience with MARC cataloging on automated library systems such as OCLC, RLIN, or Bibliofile; knowledge of historical and genealogical research, knowledge of the principles and procedures of libraries and archives, demonstrated supervisory skills. Salary: \$26,880 plus state benefits. Opening contingent on approval of State Civil Service. EOE/AAE. Contact: Personnel Officer, Kansas State Historical Society, 120 West 10th, Topeka, KS 66612; (913) 296-3251 for additional information and application requirements. Application deadline: June 30, 1993.

ASSISTANT REFERENCE LIBRARIAN. Two positions. South Dakota State University (10-month, term or tenure-track appointment depending on qualifications). Both positions perform general reference services and participate in bibliographic instruction and database searching with other assistant reference librarians. Assistant Reference Librarian-Instruction: Involves significant bibliographic instruction responsibilities as the coordinator of the instruction program. Assistant Reference Librarian-Science/Technology: Involves in-depth reference assistance and collection development in the science and technology disciplines; also significant responsibilities for planning, evaluation, and implementation of new information technology. Required - both positions: ALA-accredited MLS; effective communication and interpersonal relations skills and broad reference skills; graduate coursework in advanced reference topics; graduate coursework and/or experience with bibliographic computer database searching. Required - Science/Technology position: An academic background in science. Desired - both positions: Accredited subject master's degree in addition to the MLS (required for assistant professor/tenure track appointment). Desired - instruction position: Bibliographic instruction or teaching experience. Desired - Science/Technology position: Knowledge of computer applications in libraries. Minimum salary \$19,500 (instructor appointment), \$22,500 (assistant professor appointment) with standard benefits. Application deadline: June 28, 1993, or until filled. Starting date: September 1, 1993 (negotiable). Send resume, which addresses specific job qualifications, and have transcripts and three recent letters of recommendation (which describe applicant's job-related qualifications) sent directly to: Clark Hallman, Reference Search Committee, South Dakota State University Library, Box 2115, Brookings, SD 57007-1098. AA/EEO Employer/ADA Reasonable Accommodations (605) 688-4128; TT/Voice (605) 688-4394.

ASSOCIATE DIRECTOR FOR PUBLIC SERVICES. The University of Denver, Penrose Library, invites applications for the position of Associate Director for Public Services. Responsibilities: Management of traditional public service programs and services in Penrose Library including lending, interlibrary loan, stacks management, microtext, reserves, access to current periodicals, reference, collections and services, library instruction, and compact disk and online database searching. In addition, responsible for implementing innovative, technology based programs for assisted access to electronic information, including access to Internet resources, distance education programs, and services for adult learners in nontraditional degree programs. Requirements: The MLS degree from an ALA-accredited program, three to five years of post-MLS public services management experience, preferably in an academic library; a thorough understanding of information on technology issues affecting user services within the areas of responsibility; excellent interpersonal and communication skills, along with the ability to work effectively in groups and with a diverse and international university community, representing the library to constituent groups; ability to participate in planning all library programs and services as a member of the library administrative group. Prefer experience with any of the following: Supervision, grant writing, research and publication, faculty/student liaison programs, distance education services, nonprint and multimedia resources, nontraditional degree programs, library instruction, user needs and program assessment, staff development, and branch libraries. The University of Denver is an accredited, independent, coeducational institution. Penrose Library provides materials and services for all of the academic and research units at the main campus and is responsible for the Music Library and the Carson Briery Dance Library located on the Northeast Campus. Penrose Library contains over a million volumes, 500,000 documents, and over a million items in microforms, and subscribes to over 4,000 serials. The library is a member of BCR, OCLC, and a founding member of CARL. Minimum salary of \$38,000, medical and tuition benefits, 22 days vacation. Penrose Library faculty hold non-tenure-track appointments. Applications will be reviewed after June 30 however, they will be received until the position is filled. The University of Denver is committed to



STATISTICS AND MEASUREMENT SENIOR PROGRAM OFFICER ASSOCIATION OF RESEARCH LIBRARIES

The Association of Research Libraries seeks a Senior Program Officer to develop and manage a Statistics and Measurement Program. The primary responsibility is the development of strategies for measuring the organizational performance and effectiveness of research libraries.

ARL is comprised of 119 libraries that serve major North American research institutions. This new position reflects the interest of the association in expanding a long-standing program for compiling statistics to include development of approaches to measure the effectiveness of library programs and services.

Qualifications and Skills

Candidates are encouraged to apply if they have knowledge of research library services and operations; speaking, writing, and technical communication skills; and expertise in all or some combination of the following:

- the transformation of scholarly communication and its impact on higher education;
- university and government information policies and practices;
- program evaluation, quantitative statistical analysis, and other analytical techniques;
- application of database, spreadsheet, and statistical software.

Salary range is \$47,000-\$55,000 and includes a benefits package. Interested parties should submit a letter, resume, and the names of three references by **June 30, 1993** to:

Mary Jane Brooks
Association of Research Libraries
12 Dupont Circle, N.W.
Washington, DC 20036

EOE

enhancing the diversity of its faculty and staff, encouraging applications particularly from women, minorities, people with disabilities, and veterans. A letter of application and resume with names of references should be sent to: Toni Miller, **University of Denver**, Penrose Library, Dean's Office, 2150 East Evans Ave., Denver, CO 80208.

BIBLIOGRAPHER (Search Extended). The University of Maryland College Park Libraries invites applications for the position: Librarian I, Bibliographer, Collection Management and Special Collections Division. Responsibilities: To provide direct support for campus curricula, teaching and research in developing library collections in: business, economics, law, criminal justice, and geography. Nature of collection management work includes: selection of library materials, analysis of collections for strengths and weaknesses; formulation and application of collection policies; monitoring of expenditures; developing and maintaining close working relationships with faculty and other users, with the book trade, and with library staff; coordinates collection management activities of selectors in allied disciplines. Qualifications: ALA-accredited master's degree in library science. Graduate degree in business or the social sciences. Experience Required: Minimum three years experience in collection development. Preferred: Collection development experience in an ARL library; work experience in dealing with the book trade; demonstrated ability to deal successfully with a broad range of library functions, ability to interact effectively with library staff and diverse clientele, and ability to communicate effectively in oral and written form. Preferred: Working knowledge of one of the following languages. French, German, Italian, Russian, or Spanish. Salary: \$29,702. Salary commensurate with experience. Excellent benefits. For full consideration, submit resume and names/addresses of three references by June 30, 1993. Applications accepted until position is filled. Send resume to: Ray Foster, Personnel Librarian, Library Personnel Services, McKeldin Library, **University of Maryland**, College Park, MD 20742-7011. The University of Maryland is an affirmative action, equal opportunity employer. Minorities are encouraged to apply.

BIBLIOGRAPHIC INSTRUCTION LIBRARIAN/INSTRUCTOR, LIBRARY SCIENCE. The University of Wisconsin-Superior seeks a creative, energetic librarian who can teach, formally and informally, information literacy skills, provide instruction for assigned courses in library science program (undergraduate minor), and serve regularly scheduled shifts, including evenings/weekends, at reference/information desk. Experience or familiarity with multimedia and information retrieval technology a must. Minimum qualification: Master's degree in library science from ALA-accredited institution. Second master's desirable. Twelve-month, tenure-track faculty appointment. Minimum salary: \$25,830. Send applications (with resume and names of 3 references) by July 1, 1993, to: Bob Carmack, Director, Library and Media Resources, **University of Wisconsin-Superior**, Superior, WI 54880. The University of Wisconsin-Superior is an affirmative action, equal opportunity employer and educator.

CATALOGER OF JAPANESE AND ENGLISH LANGUAGE MATERIALS. Sasakawa Peace Foundation USA Library. Responsibilities: The Sasakawa Peace Foundation USA Library seeks a cataloger for its library materials including books, journals, newspapers, Japanese government documents, and audiovisual materials. The library uses OCLC terminals, but at present has no OCLC CJK terminals. Bibliographic data of materials in Japanese language are romanized. Must be able to supervise a technical assistant. Qualifications required: MLS from an ALA-accredited library school program or extensive cataloging experience with Japanese materials in an American library. Knowledge of the Japanese language is essential, including the ability to romanize bibliographic data of Japanese materials. Familiarity with OCLC MARC format and AACR2 cataloging rules. Cataloging experience with Japanese materials. Exception: Entry-level candidates with an MLS degree may be considered if the Japanese language requirements are met and if no qualified experienced candidates have been found. Salary range is \$30,000-\$45,000. Application: Submit a letter of application and a current resume and names of three references. Applications received until the position is

SYSTEMS LIBRARIAN

OhioLINK

The Ohio Library and Information Network (OhioLINK) is seeking a systems librarian to work closely with the Director of Library Systems, with OhioLINK staff, and with personnel from OhioLINK member institutions in planning, implementing, and managing the OhioLINK project with a primary emphasis on the implementation of integrated library systems for the two-year technical and community colleges. Serve as the primary liaison to the two-year technical and community colleges on all issues related to implementation including database preparation, hardware configurations, telecommunications, software and database profiling, and installation and training schedules.

The systems librarian will serve as primary liaison between OhioLINK and the integrated library system vendor (Innovative Interfaces, Inc.) on planning and implementing the integrated library systems for designated institutions. Will be responsible for developing implementation schedules, recommending hardware and software configurations, and ordering equipment. In conjunction with other OhioLINK staff, work with database preparation and retrospective conversion vendors in setting up schedules and managing database processing to meet deadlines for implementation. Will participate fully in the selection, implementation, and evaluation of new products and services.

The systems librarian will give demonstrations, presentations, and answer questions relating to implementation and/or to the application of the software or hardware. Will organize and oversee special implementation groups as necessary. Will attend designated OhioLINK committee meetings, and represent OhioLINK at non-OhioLINK meetings.

Qualified candidates will have a master's of library science from an ALA-accredited program, and a minimum of two years of library systems experience in a community college or university library is required. The candidate must have experience in implementing integrated library systems. The candidate is also expected to demonstrate excellent oral and written communication skills, and the ability to work successfully in group settings to facilitate discussion and build consensus. Familiarity with Innovative Interfaces, Inc. software is preferred.

Salary is \$38,000 minimum annually plus an excellent benefits package. Salary may be higher depending on qualifications of the successful applicant.

Interested individuals should submit a letter of application, a current resume, and the names, addresses, and telephone numbers of three references to:

Anita Cook
Director of Library Systems
OhioLINK
1224 Kinnear Road
Columbus, OH 43212

Applications will be accepted until **June 30, 1993**.

OhioLINK is an EEO/AA employer.

filled. Address application to: T. Okoshi, **Sasakawa Peace Foundation USA**, 1819 L Street, NW, Washington, DC 20036.

CHIEF LIBRARIAN. Sasakawa Peace Foundation USA Library. Responsibilities: The Sasakawa Peace Foundation USA (SPF-USA) Library seeks chief librarian to administer a newly established library under the general direction of the foundation's chief executive officer. Description of the library: The SPF-USA is a nonprofit, educational organization with a mission to foster deeper friendship and mutual understanding between the citizens of the United States and Japan. The library services are designed to give the American people better access to up-to-date information on contemporary affairs in Japan and on Japanese perspectives with regard to the evolving international society and Japan's role in it. The library stocks an array of books, videos, government documents, and "gray" papers which are published in Japan but are not commercially available in the U.S. The library is a circulating library and open the public. It is a member of OCLC and provides interlibrary loan services via OCLC. Qualifications

required: MLS from an ALA-accredited library school program, preferably with an advanced degree in Asian studies and/or other relevant fields such as political science, economics. Knowledge of the Japanese language is essential, including the ability to read in romanized form bibliographic data of Japanese materials. Familiarity with library automation, including OCLC or other major bibliographic utilities. Minimum salary \$50,000 and negotiable, depending upon qualifications. Application: Submit a letter of application and a current resume and names of three references. Applications received until the position is filled. Address inquiries and application to: T. Okoshi, **Sasakawa Peace Foundation USA**, 1819 L Street, NW, Washington, DC 20036.

CURATOR, EXHIBITIONS. Rare Book and Manuscript Library, Columbia University Libraries. The primary responsibility of this position is the planning and installation of Rare Book and Manuscript Library-sponsored exhibitions and, with other curators, providing in-depth reference service and overseeing circulation and use of rare books and manuscripts. This position is responsible for organization and

cataloging of nonbook and nonmanuscript collections and shares responsibility for library instruction, collection development, and assistance with special projects. In addition to an accredited MLS, requirements are: Knowledge of reference sources in rare books and manuscripts, descriptive bibliography, archival organization and techniques, and preservation methods; and the ability to search in RLIN and other electronic databases. Effective written and oral communication skills and the ability to work cooperatively with others is an important quality necessary for success in this position. Preference will be given to candidates with experience in planning and installing rare book and manuscript exhibitions; demonstrated aesthetic sensibilities; a reading knowledge of German and Latin; and a graduate degree in American or English history, or other relevant graduate degree. Salary ranges, which will increase July 1, 1993, are currently: Librarian I: \$30,000-\$39,000; Librarian II: \$32,000-\$43,200. Excellent benefits include assistance with university housing and tuition exemption for self and family. Women and minorities are encouraged to apply. Send resume listing names, addresses, and phone numbers of three references to: Kathleen M. Wilshire, Director of Personnel, Box 35 Butler Library, **Columbia University**, 535 West 114th Street, New York, NY 10027. Preference will be given to applications received by June 30, 1993. An affirmative action, equal opportunity employer.

DIRECTOR OF INFORMATION SERVICES. Brooklyn Botanic Garden seeks strong leader with creativity and vision to administer and coordinate all library programs, collections and services. Develop, manage, and evaluate collections, relating to botany and horticulture. Design and implement plans for automated system. MLS from an ALA-accredited program. Five years library experience, budgeting, supervision, and library networks. Salary range: \$30,000-\$40,000. Send resume to: Director of Personnel, **Brooklyn Botanic Garden**, 1000 Washington Ave., Brooklyn, NY 11225-1099.

DOCUMENTS/REFERENCE LIBRARIAN. This librarian reports to the library director and supervises the operations of a department which services both federal and Texas state publications. This position works closely with technical services, and serves in the reference desk rotation. Required: Master's degree from a library science program accredited by the American Library Association; working knowledge of GPO materials; two years or more experience in public and technical service; working knowledge of OCLC cataloging routines; supervisory experience. Desired qualifications: Experience in a federal depository library; working knowledge of the Texas State Depository program; undergraduate degree in business or one of the sciences; online searching experience. Employment: Full-time. Nontraditional work week. The University of Texas at Tyler has a current enrollment of approximately 4,000 students, and offers 69 degrees, 24 at the master's level, in the liberal arts, the sciences, and some of the health professions. The library participates in AMIGOS/OCLC, DIALOG, BRS, and the Forest Trail Library Consortium, and uses the DRA automated system. UT Tyler is the only public degree-granting university in the East Texas Planning Region, which has a population base of more than 650,000. Salary and Benefits: Minimum of \$20,000, with final salary determined on individual qualifications; \$965 in state contributions toward Social Security premiums. Additional state contributions include up to \$4,170/year to health and benefits package, and 8.5 percent of annual salary contributed by the state for optional retirement programs. Applications should include a curriculum vitae and the names, addresses, and telephone numbers of three professional references. Consideration for the position will begin July 1, and will continue until a satisfactory candidate has been identified. UT Tyler strongly encourages applications from all minorities and women. Applications should be sent to: Charles B. Harrell, Library Director, **The University of Texas at Tyler**, 3900 University Blvd., Tyler, TX 75799. The university is an affirmative action, equal opportunity employer.

HEAD, BIBLIOGRAPHIC RECORD SERVICES DEPARTMENT. Responsible for the overall management of the newly-formed Bibliographic Record Services Department, which includes post-receipt bibliographic searching, creation of in-process records, and copy cataloging for monographic publications. Staff perform some 75,000 searches and catalog more than 30,000 titles annually. Responsible for policy formulation; procedural review; goal setting; hiring, supervision, and evaluation of staff members; and budget formulation. Serves as a member of Management Council, an advisory body to the university librarian. Library utilizes online automated system (NOTIS). Qualifications: MLS from accredited library school. Five years of increasingly responsible research library technical services experience using a computer-based processing system. Cataloging and NOTIS knowledge preferred. Successful supervisory experience and ability to communicate effectively are required. Salary: Minimum of

\$33,000. Send letter of application and resume, including names of three references, to: Lance Query, Assistant University Librarian for Planning and Administration, **Northwestern University** Library, 1935 Sheridan Road, Evanston, IL 60208. Applications received by June 30, 1993, will receive first consideration. Northwestern University is an equal opportunity/affirmative action Employer. Hiring is contingent upon eligibility to work in the United States.

HEAD CATALOGER. Providence College, a Roman Catholic, four-year liberal arts college conducted under the auspices of the Dominican Friars, seeks an experienced professional to assume responsibility for all cataloging operations. Specific responsibilities include: coordination of original and copy cataloging of all materials added to library collection using OCLC and Innovative Interfaces automated system; retrospective conversion; materials processing and catalog maintenance. Supervises two paraprofessional cataloging clerks. The position requires an MLS from an ALA-accredited institution, at least three years of professional cataloging experience utilizing OCLC and knowledge of AACR2, LCSH, and LC classification. Preferred is experience with Innovative Interfaces cataloging subsystem. This is a twelve-month position with 22 days vacation, liberal fringe benefits. Minimum annual salary is \$30,000. Review of applications will begin June 15, 1993, and continue until position is filled. Send letter of application, resume, and names and addresses of three references

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 Librarian Personnel Resources.

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$26,200#
Indiana	varies*
Iowa	\$21,588
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$25,198+
Pennsylvania	\$23,700*
Rhode Island	\$26,500
South Carolina	varies*
South Dakota	\$20,000
Texas	\$25,000
Vermont	\$22,500
West Virginia	\$22,000
Wisconsin	\$25,830

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

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

SENIOR SYSTEM ANALYST

OhioLINK

The Ohio Library and Information Network (OhioLINK) is seeking a senior systems analyst to work closely with the director of library systems and with personnel from OhioLINK member institutions in planning, implementing, and managing the OhioLINK project with a primary emphasis on technical support for the central site computer systems located at Wright State University in Dayton, Ohio. OhioLINK is a consortium composed of 15 public and two private universities and the State Library of Ohio.

The senior systems analyst will participate fully in the recommendation, implementation, and ongoing development of centrally maintained services. The position will serve as the OhioLINK networking liaison with the Ohio Academic Resources Network (OARnet) in the development and maintenance of the intrastate telecommunications network supporting OhioLINK, and as the primary liaison between OhioLINK and Wright State University Computing Services on all operational and system security issues regarding the central site hardware and software. Additionally, the person will act as technical advisor on computing and networking issues for the OhioLINK central office, located in Columbus, Ohio, and when requested, for the member institutions. The position will be based in Columbus.

Qualified candidates will have a bachelor of science or arts in computer science, systems engineering, or a related technical field, or a minimum of four years equivalent experience in computer system operations. Knowledge of the UNIX operating system, mid-size systems hardware (e.g., Digital's DEC5900 or DEC5500), and current networking technology is required. The candidate must demonstrate excellent oral and written communication skills, and the ability to work successfully in group settings to facilitate discussion and build consensus.

Experience with integrated library system operations is highly desired. Experience and knowledge of the Internet and TCP/IP protocols is desired. At least one year of programming experience (preferably in C) is desired.

Salary is \$38,000 minimum annually plus excellent benefits package. Salary may be higher depending on the qualifications of the successful applicant.

Interested individuals should submit a letter of application, a current resume, and the names, addresses, and telephone numbers of three references to:

Anita Cook
Director of Library Systems
OhioLINK
1224 Kinnear Road
Columbus, OH 43212

Applications will be accepted until **June 30, 1993**.

OhioLINK is an EEO/AA employer.

to: Edgar Bailey, Library Director, Phillips Memorial Library, **Providence College**, Providence, RI 02918.

HEAD, ELECTRONIC ACQUISITIONS AND SERIALS CONTROL DEPARTMENT. The University of Texas at San Antonio Library seeks applicants responsible for the organization, development, and management of the department. Responsible for orders, receipts, check-in, claims, and payment for all library documents. Develops and maintains fund and statistical reports. Reports to assistant director for Technical Services and Library Computer Systems and supervises six classified staff. Qualifications: ALA-accredited MLS, five years relevant experience; successful supervisory experience, ability to work successfully with colleagues, faculty, staff, and vendors; ability to work with others as well as independently. Firm knowledge of book and serial trade. Adept at problem solving. Prefer experience with NOTIS or other electronic formats, electronic vendor interfaces; government depositories, academic experience; experience as a bibliographer. Salary: \$30,000 minimum. UTSA offers a full package of benefits. Application Deadline: July 5, 1993. Application: Send

letter of application and resume to: Sue Tyner, Assistant Director for Technical Services and Library Computer Systems, **The University of Texas at San Antonio** Library, 6900 N. Loop 1604 West, San Antonio, TX 78249-0671. UTSA is an EEO/AA employer. Women and minorities are encouraged to apply.

HEAD OF PUBLIC SERVICES. Sweet Briar College seeks an energetic, creative, proactive librarian as head of public services. Reporting to the director of libraries and media services, the head of public services is responsible for development and implementation of policies for reference, circulation, reserves, online searching, interlibrary loan, and all other areas dealing with patrons. Manages bibliographic instruction programs and, together with bibliographic instruction and branch librarian, takes an active role in teaching, including development of and training in electronic information technologies. Responsible for collection development for reference and collection development liaison with several academic departments. Supervises access services including stack management. Supervises two paraprofessionals and 30 to 50 student assistants. Orga-

HEAD, BUSINESS INFORMATION SERVICE

Emory University

AVAILABLE: September, 1993.

RESPONSIBILITIES: Direct and provide leadership and effective management for library services in support of the Emory Business School. Develop print and electronic resources and provide research services. Plan and implement user access and services in coordination with the Business School's programs and priorities. Prepare reports, planning documents, evaluations, and budgets. Work in close concert with the dean of the Business School and the faculty in developing and managing services and collections; coordinate activities with the public services division of the library and other divisions as appropriate. Reports to vice provost and director of libraries.

QUALIFICATIONS: ALA-accredited master's degree and strong academic background in business administration required, advanced degree preferred. At least three years experience in business reference in a research library. Experience and demonstrated ability in management and supervision, budgeting, and planning. Familiarity with modern business school curricula and research. Strong skills and experience in use of computer technology, particularly with business databases. Familiarity with OCLC, RLIN, local automated systems, and a networked environment. Excellent speaking, writing, and public presentation skills. Ability to assess needs and to engage in long-range planning, to accomplish objectives in rapidly changing environment, and to work well with all segments of the academic community.

EMORY LIBRARIES: The libraries of Emory University hold 2.2 million volumes and employ a total of 263 FTE. In addition to the General Libraries, there are separate libraries for law, health sciences, theology, and Oxford College. The libraries offer end-user searching of LEXIS/NEXIS, Dow Jones News/Retrieval, ABI/INFORM, ABI/INFORM-Business Periodicals Ondisc, and various other databases on CD-ROM. Emory is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and the University Center in Georgia.

EMORY BUSINESS SCHOOL: Emory Business School has an enrollment of ca. 430 MBA students in full-time, evening, and executive programs as well as 290 BBA students and 45 FTE faculty. Joint graduate programs are offered with the Law School, the School of Theology, the Medical School, and the School of Nursing.

BEGINNING SALARY: Salary dependent upon qualifications and experience but not less than \$35,000.

APPLICATION PROCEDURE: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to:

**Linda M. Matthews
Administrative Office
Robert W. Woodruff Library
Emory University
Atlanta, GA 30322-2870**

Applications received by **July 7, 1993**, will receive first consideration.

Emory University is an equal opportunity/affirmative action employer and encourages women and minority candidates.

nizes and manages library orientation and student employee training programs. Position requires rotating evening and weekend duty during the academic year. Applicant must possess the MLS and a minimum of three years experience in an academic or research library with progressively advancing supervisory and management responsibilities. Applicant must have strong interpersonal, oral, and written communication skills and be able to work with diverse groups. Desirable qualifications include advanced subject knowledge in an academic discipline, experience with Dialog, BRS, WilsonLine, STN, and VUJTEXT, and microcomputer experience (Apple Macintosh and MS-DOS/Windows) and integrated library systems (DYNIX preferred). As a faculty member, applicant must meet faculty criteria for promotion. The Sweet Briar College library system consists of a central library and three branches: art, music, and science. The collection has over 200,000 volumes and over 1,000 active subscrip-

tions. The library provides a full range of reference services and uses DYNIX integrated library system as part of a regional consortium. Benefits include 22 days annual leave, retirement program (TIAA/CREF or Zenith Accumulator), paid life insurance, BC/BS. Hiring at assistant professor range of between \$34,000 and \$38,000 depending on qualifications and experience. Please send letter of application with complete resume and names, addresses, phone numbers of three professional references to: Patricia Wright, Associate Director of Libraries, Sweet Briar College, Sweet Briar, VA 24595. Screening of applicants will begin June 15. Appointment to begin August 1. Sweet Briar College is an affirmative action, equal opportunity employer.

HEAD, REFERENCE DEPARTMENT. Memorial Library, University of Wisconsin-Madison. Manages reference services, collections, and personnel in the largest library on campus. Prepares budget requests

LIBRARIAN

MONOGRAPH COLLECTION DEVELOPMENT AND ACQUISITIONS

Western Carolina University

Responsible for providing leadership in the development, evaluation, acquisition, and maintenance of the monograph collection. Responsible for managing allocation of monograph budget, working closely with teaching faculty to ensure that expenditures are in alignment with curricular offerings, coordinating work of library faculty who serve as liaisons to departments. Will be involved in the creation of a new collection development policy. Supervises two full-time staff and several student assistants. After library reorganization, anticipated within one year, the position will report to the head of collection development (all formats): until that time, reports to the university librarian.

REQUIRED: ALA-accredited master's degree in library science and at least two years experience in monographic collection development. Knowledge of current trends and issues in academic collection development. Understanding of the instruction and research needs of students and faculty. Knowledge of book trade and fund accounting. Demonstration of good oral and written communication skills, planning and organizational skills, and an ability to work effectively with teaching faculty, students, library faculty, and staff.

PREFERRED: Supervisory skills; knowledge of automated systems.

Position is faculty rank, twelve-month, tenure-track, choice of TIAA/CREF or state retirement system. Salary range is \$26,000-\$31,300. Send letter of application, resume, and names of three references to:

**Sharon Kimble
Search Committee
Hunter Library
Western Carolina University
Cullowhee, NC 28723**

Preference will be given to applications received by **July 8, 1993**.

Hunter Library has an annual monograph budget of approximately \$225,000, processes over 10,000 volumes per year, contains over 360,000 volumes, and has a staff of 14 professionals and 28 support staff. Western Carolina University currently shares an LS/2000 system with two other state universities. A new integrated system will be installed by 1995.

Hunter Library serves a student body of approximately 6,000 enrolled in programs through the master's level. Western Carolina University is one of the 16 senior institutions of the University of North Carolina. The university is in a rural setting located between the Great Smoky Mountains and the Blue Ridge Mountains, 55 miles west of Asheville, North Carolina.

Western Carolina University is an affirmative action, equal opportunity employer.

and manages allocations, including collection budget of \$253,000. Participates in long-range planning and policy making. Supervises, trains, and evaluates staff (over 10 FTE). Participates directly in the provision of services. Reports to an associate director and is a member of the Memorial management team. Qualifications: Required: ALA-accredited MLS. Minimum of seven years increasingly responsible professional experience in public services in an academic or research library. Demonstrated understanding of the nature of scholarly research and the impact of current trends in electronic information technology. Demonstrated excellence in written and oral communication, interpersonal effectiveness, strong leadership abilities, and commitment to quality service. Prior supervisory experience. Experience with collection development. Desired: Prior experience supervising professional staff. Experience with the management of government documents. Evidence of commitment to professional growth. This is a twelve-month, academic staff position carrying the title of senior academic librarian. Salary range: \$33,019-\$49,529. Send letter

of application, resume, and the names, addresses, and telephone numbers of three references to: Sandra Guthrie, Personnel Director, 365 Memorial Library, **The University of Wisconsin-Madison**, 728 State St., Madison, WI 53706-1494. Application deadline: Monday, July 5, 1993. Complete position announcement available from S. Guthrie, (608) 262-8190. Unless confidentiality is requested in writing, information regarding applicants and nominees must be released upon request. Finalists cannot be guaranteed confidentiality. The University of Wisconsin-Madison is an equal opportunity and affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.

HEAD SPECIAL COLLECTIONS LIBRARIAN. The University of Nevada, Las Vegas, seeks an energetic, service-oriented librarian to administer Special Collections (Nevada collection, gaming collection, university archives, and rare books). Reports to the dean of libraries. Responsibilities: Establishes departmental priorities, policies, and

Stanford University Libraries & Information Resources

REFERENCE LIBRARIAN AND COORDINATOR OF MULTICULTURAL SERVICES

Assistant Librarian or Associate Librarian

Assistant rank: \$31,152 - \$39,612

Associate rank: \$34,548 - \$42,204

Stanford University is seeking a librarian with academic research library experience to participate extensively in the reference and educational activities of the Reference Services Division and to coordinate multicultural services for the Stanford Libraries.

The Librarian in this position will serve ten to twelve hours per week at the Green Library Reference Desk (the main desk for humanities and social sciences) and will serve as principal assistant to the coordinator of library instruction for teaching classes and/or workshops to undergraduates in basic library research techniques and on-line information retrieval. S/he will develop and maintain library-based multicultural services for the campus by working directly with faculty, student organizations, other multicultural services units, and other library staff. S/he also will contribute to collection development for multicultural reference materials in Green Library, work with Curators and Bibliographers to facilitate access to multicultural resources, develop and maintain information about the libraries' multicultural services, and participate as appropriate in library, university, consortial and/or national groups dealing with multicultural issues.

QUALIFICATIONS: An MLS degree from an ALA-accredited library school, or the equivalent in training and experience, is required. Experience conducting graduate-level research and/or experience providing reference service in a graduate research library is required. Demonstrated knowledge of multicultural resources, including library materials in appropriate formats, is required. Excellent interpersonal skills, and experience or skill in cross-cultural communication, are required – significant experience in cross-cultural communication is required for appointment at the higher rank. Ability to develop a library-based multicultural services program for the Stanford Community is required – experience in building multicultural library services is required for appointment at the higher rank. Demonstrated capacity to work as a team member in developing and promoting instructional and reference support is required. Experience with reference service, library instruction, on-line systems, and commercial database searching is highly desirable – and required for appointment at the higher rank. Basic reading knowledge of one or more foreign languages is desired. Teaching experience, preferably college level, is desired.

This position reports to the Head of the Reference Services Division, Green Library.

APPLICATIONS: A letter of application, resume, and the names, addresses, and telephone numbers of three references should be submitted by **July 15, 1993** to: **Richard Fitchen, Chair, Search Committee, Reference & Multicultural Services Librarian, STANFORD UNIVERSITY LIBRARIES, Stanford, CA 94305-6004.** Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and individuals with disabilities.

**STANFORD
UNIVERSITY**



procedures; develops collections in the areas of Nevada, gaming, and regional interests; acquires and manages manuscript collections and university archives; provides reference services; supervise one professional and two classified staff; participates in fundraising and outreach efforts. Qualifications: A minimum of five years of progressively responsible professional experience working with special collections, preferably in an academic library; experience and/or knowledge of manuscript or archival processing; demonstrated planning, supervisory, and communication skills; and the proven ability to establish and maintain harmonious working relationships with co-workers, donors, and patrons. Desired: ALA/MLS and/or advanced degree(s) in subject areas; a record of professional involvement and research activities; knowledge of the application of computer technology to special collections. Salary: \$40,000 to \$44,415 depending on experience and qualifications. Benefits: 12-month, tenure-track contract with 24 days annual leave, retirement options, health insurance, no state income tax. Application deadline and details: Send letter of application, resume, and three letters of current reference to: Myoungja Lee Kwon, Search Committee Chair, **University of Nevada, Las Vegas**, 4505 Maryland Parkway, Las Vegas, NV, 89154-7001. Position available July 1, 1993. Review of applications begins on July 19, 1993 and will continue until the position is filled. The University of Nevada, Las Vegas, is an AA/EEO employer. UNLV employs only U.S. citizens and aliens authorized to work in the U.S.

MANAGEMENT REFERENCE LIBRARIAN. University of Rochester, Rochester, New York. Seeking an energetic and forward-looking librarian to provide information and instructional services to the University of Rochester's Management Library user community--primarily the faculty and graduate students in the Economics Department and the William E. Simon Graduate School of Business. Also participate with a team of public services librarians taking a leadership role in planning, development, marketing, evaluation, and training in the libraries' electronic information resources. Under the direction of the head of Management and Special Libraries, participates in collection development in selected fields of management and business and in a full range of reference, bibliographic instruction, and outreach services. Supervises two library assistants and oversees the work of 15 students at the Management Library's busy, service-oriented circulation/reference desk. The University of Rochester is a private institution with library membership in RLG, ARL, CRL, and active library use of electronic services such as CarlUnCover, NEXIS, Dow Jones, and over 90 CD-ROM products (including 23 networked). Qualifications: Educational background in social science, preferably in business or economics. MLS from ALA-accredited program. Demonstrated written and oral communication and interpersonal skills. Thorough familiarity with electronic information retrieval systems and services and microcomputers. Highly desirable: One to two years professional experience; supervisory experience. Position available: July 1, 1993. Salary negotiable from \$24,000. Send letter of application, resume, and names of three references to: Management Library Search Committee, Management Library, Rush Rhees Library, **University of Rochester**, Rochester, NY 14627. Phone: (716) 275-4482. Fax: (716) 473-1906. EOE/M-F.

MUSIC LIBRARIAN, ASSISTANT PROFESSOR (tenure-leading). Branch Services Department, starting January 3, 1994. (1) Direct and supervise operations such as circulation and audio services of Music Library. (2) Supervise 1.5 FTE staff plus student assistants. (3) Serve as liaison librarian to School of Music. (4) Develop Music Library collections through selection of materials (e.g., books, journals, scores, sound recordings, videotapes, etc.) and encumbrance of assigned funds. (5) Provide library instruction to Music Library patrons. (6) Provide reference services to faculty, students, and others. (7) Attend and participate in Branch Services Department/Unit meetings. (8) Participate in library committees, task forces, working groups, etc., as part of collegial atmosphere and management approach. Required: (1) MLS from an ALA-accredited library school. (2) Degree in music or music education. (3) Three years of professional academic or music library experience. (4) Excellent communication skills including oral, written, and interpersonal. Preferred: (1) Graduate degree(s) in music or music education. (2) Supervisory experience. (3) Music collection development experience. (4) Computer experience including searching (e.g., OCLC, relevant CD-ROM products, etc.). Salary: \$28,500 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 July 15 to: Kent Hendrickson, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68589-0410. The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action and equal opportunity and is responsive to the needs of dual

career couples. We assure reasonable accommodation under the Americans with Disabilities Act; contact Larry Kahle at the above address for more information.

PERIODICALS LIBRARIAN. University of Evansville. (Search reopened). Responsible for planning, coordinating, and supervising all aspects of periodical service, including the selection, development, and use of periodicals and microforms. Works with librarians and faculty in identifying the needs of the periodicals collection, works with the acquisitions/collection development librarian and the director of the University Libraries in selecting, acquiring, and projecting funding for periodicals. Operates gift and exchange programs for periodicals and oversees temporary and permanent binding of periodicals and repair of monographs. Assists in the selection and servicing of microform and other equipment. Supervises one paraprofessional and ten student assistants. Reports to the director of University Libraries. Requires an MLS degree from ALA-accredited library school. Prefer at least two years of academic library experience in management of periodicals budget and knowledge of the role of periodicals in academic libraries; working knowledge of computer and microform technology, familiarity with vendors and periodical publishers required. Work at the reference desk including some evenings and/or weekends, and take active part in bibliographic instruction. Salary is \$24,000-\$25,000, depending on qualifications and experience. The UE Libraries house over 225,000 bound volumes and over 250,000 microforms. Fully automated and integrated online catalog on the NOTIS System. The position is twelve-month, tenure-track with faculty rank, requiring demonstrated proficiency in librarianship, scholarly activity, and community or university service. Twenty vacation days, plus holidays. TIAA/CREF. Send application and resume including names, addresses, and telephone numbers of at least three references to: Chair, Periodicals Librarian Search Committee, c/o R.N. Sharma, Director, **University of Evansville** Libraries, 1800 Lincoln Ave., Evansville, IN 47722. Equal opportunity employer. Deadline for applications is June 30, 1993. The University of Evansville is an independent, church-related, selective admissions university located in a city of 135,000 in southwestern Indiana. It offers a comprehensive program of instruction including liberal arts, science, engineering, business, nursing, and education. Enrollment numbers 2,400 full-time students. The university also includes a major campus in England, Harlaxton College.

REFERENCE/INSTRUCTION LIBRARIAN AND ASSISTANT LIBRARIAN, undergraduate library. University of Michigan. As part of the University Library system, the Undergraduate Library (UGL) serves a general undergraduate population of 23,000 on the University of Michigan Ann Arbor campus. The 200,000 volumes core collection in the social sciences, sciences, and humanities includes a range of electronic and nonprint resources including software, CD-ROMs, microforms, and access to a wide variety of commercial databases. The UGL is known for its leadership in establishing innovative programs and services designed to meet the needs of undergraduates in a large, research university setting including an academic outreach effort with a Peer Information Counseling Program targeted for minority students. The UGL building is currently undergoing a major renovation, including a 30,000 sq. ft. building expansion to house a consolidated central Science Library. Duties: Reporting to the Head, Undergraduate Library (UGL), and focusing on the needs of undergraduates, participate in the development of an evolving instructional program designed to help the university community engage in teaching, learning, and research in the emerging information environment. Provide bibliographic instruction including orientation in a variety of formats and settings; these involve classes in the College of Literature, Science and the Arts, workshops, on-demand sessions, point-of-use instruction in the use of online systems for information retrieval. Participate in a range of activities designed to meet the needs of a diverse student body as part of UGL's nationally recognized outreach program. Provide reference service to UGL's primarily undergraduate clientele including answering a high volume of inquiries using reference collection of 5,000 volumes encompassing humanities, social sciences, and sciences. Perform and interpret online searches through use of BRS, Dialog, Wilsonline, and RLIN. Participate in collection development for the UGL collection including serving as a selector in appropriate subject disciplines. Participate in librarywide planning and committee activities as appropriate. Qualifications: Required: ALA-accredited MLS. Strong commitment to excellence in public service and innovative programs in serving a diverse academic community. Excellent interpersonal skills and the ability to work effectively as a team member in a dynamic, collegial environment. Excellent oral and written communication skills. Ability to work enthusiastically and creatively with colleagues, faculty, and students in a demanding, rapidly changing environment. Demonstrated ability

Serials Cataloger and Serials Acquisitions Librarian.

Two positions available in the Serials & Acquisitions Department, University Libraries, State University of New York at Stony Brook. (1) Serials Cataloger- perform original cataloging of serials; assist in training and supervision of support staff in bibliographic searching, copy cataloging, and related activities, including monographic series and continuing sets on standing order. (2) Serials Acquisitions Librarian: place online and manual orders for domestic and foreign serial publications, involving communication with vendors and publishers, consulting a wide variety of online and in-print bibliographic sources, and resolving associated payment and receipt problems; assist in the supervision of support staff; assist in training branch libraries' staff in NOTIS serials functions. Both positions include participating in the conversion to a NOTIS serials system, providing public service and participating in other departmental projects. All duties described above are essential.

Salary: \$26,500-\$32,500, commensurate with qualifications.

ALA-accredited MLS required. Experience in the relevant serials operations in an academic or research library preferred. Knowledge of automated operations, a working knowledge of European languages, a broad subject background, and experience with NOTIS or other online systems and OCLC or RLIN are desirable. For the acquisitions position, familiarity with the book trade and knowledge of German are also desirable.

12 month, faculty status, tenure-track appointment, generous benefits. In order to qualify for tenure and higher academic ranks, library faculty are expected to satisfy criteria including contributing to the advancement of the profession and performing university service as well as fulfilling specific library assignments. Send resume and names of 3 references to Judith Kaufman, Assistant Director for Personnel and Development, Main Library, SUNY at Stony Brook, Stony Brook, NY 11794-3300. Resumes will be accepted until the position is filled, but those received by June 25, 1993 will be given first consideration. SUNY at Stony Brook is an Affirmative Action/Equal Opportunity Educator and Employer. Women and minorities are encouraged to apply.



STONY BROOK

LE MOYNE COLLEGE

Le Moyne College seeks two librarians to share with four other librarians the operations of public and technical services. Le Moyne College, founded in 1946 by the Jesuits, is an independent college committed to academic excellence in both liberal arts and professional programs. Enrollment: 1,962 undergraduates. A new part-time MBA program will be offered during the 1993/94 academic year, and graduate programs in education are anticipated. A three-year program to automate the library will begin with the 1993/94 academic year.

ACQUISITIONS/REFERENCE LIBRARIAN

Responsible for managing the operations of the Acquisitions and Serials/Interlibrary Loan Departments and supervision of an acquisitions assistant, serials/interlibrary loan supervisor, and 4.7 FTE staff. Will participate in the selection of an automation system and lead the departments in the implementation of the acquisitions/serials subsystem. Anticipate transfer of interlibrary loan operations to public services with development of master's programs. Requirements: ALA-MLS; undergraduate degree in education or business administration or equivalent experience; and knowledge of online database searching. Preferred: Knowledge of OCLC and acquisition processes and systems in an automated environment and supervisory experience.

CATALOGING/REFERENCE LIBRARIAN

Responsible for managing the Cataloging Department, original cataloging, and supervision of a copy cataloger, cataloging assistant, and 1.6 FTE staff. Will participate in the selection of an automation system and lead the department in the implementation of the cataloging subsystem. Requirements: ALA-MLS; undergraduate degree in education or business administration or equivalent experience; two years cataloging experience using OCLC in an automated environment; knowledge of AACR2, LCSH, and LC classification; original cataloging experience; and knowledge of online database searching. Preferred: Supervisory experience.

BOTH POSITIONS will provide general reference service and bibliographic instruction and provide specialized reference services, collection development, and bibliographic instruction for the Education and Psychology Departments or the Accounting, Business Administration, Economics, and Industrial Relations Departments. Subject assignment will depend on subject expertise. Minimum salary range: \$24,200-\$32,700 for 12-month contract. Submit letter of application, resume, names, addresses, and telephone numbers of three references, and undergraduate and graduate transcripts to: **James J. Simonis, Director of the Library, Le Moyne College, Syracuse, NY 13214**. Review of applications will begin June 30, 1993, and continue until position is filled. Applications will be accepted at ALA-New Orleans. Anticipated starting date: August 30, 1993.

An AA, EOE employer.

and commitment to working with a predominantly undergraduate clientele. Desired: Prior teaching and reference experience in an academic setting. Prior experience and/or demonstrated knowledge of information resources and retrieval in the electronic networking information environment. Salary and leave: Minimum salary of \$26,000; 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. Apply to: Lucy R. Cohen, Manager, Library Personnel Office, 404 Hatcher Graduate Library, University of Michigan, Ann Arbor, MI 48109-1205. Application Deadline: Applications received by June 30, 1993, will be given first consideration. The University of Michigan is a non-discriminatory, affirmative action employer.

REFERENCE LIBRARIAN. Reporting to the assistant director for public services, will coordinate library services for the College of Business Administration (CBA), and participate in collection development for business and related subjects. All reference librarians share in reference desk services, conduct database searches, offer library instruction, and may coordinate one or more public service programs. All librarians may assume other responsibilities as assigned. Minimum annual salary of \$24,000, medical and tuition benefits, 22 days vacation, faculty status, non tenure-track appointment. Required: MLS degree from ALA-accredited program. Two years experience with business information services (preferably in an academic library) OR an MBA or its equivalent. Strong interpersonal and communication skills. Experience and skill with information technologies, including online searching experience/training (Nexis, Dialog, and CDs). Experience with government publications preferred. Penrose Library contains over one million volumes in addition to depository documents, and 1.1 million microforms. CBA is AACBS accredited. Applications post-marked by June 30 will receive greatest consideration. The position will remain open until filled. Applicants should submit a letter of application, and resume with references to: Toni Miller, Dean's Office, Penrose Library, University of Denver, 2150 E. Evans Ave., Denver, CO 80208. The University of Denver is committed to enhancing the diversity of its faculty and staff and encouraging applications from women, minorities, people with disabilities, and veterans.

REFERENCE LIBRARIAN. Responsible for providing information and reference service, including some nights and weekends. This person participates in library instruction, performs collection development responsibilities in the social sciences, and shares in various departmental projects, programs, and committees. Reports to the head of reference services and is a member of the library faculty. This is a dynamic service-oriented department in an outstanding, fully automated university library of over 1.5 million volumes. The University of Toledo is the fastest growing state university in Ohio with almost 25,000 students, offering associate, bachelor, professional, and doctoral degrees in eight colleges. Qualifications: MLS from ALA-accredited institution, knowledge of reference sources, electronic information delivery systems, and methods of scholarly research in use in academic libraries. Vital are: Ability to work and communicate effectively with library staff, the university community, and other library users; demonstrated organizational skills with evidence of initiative; commitment to service, professional growth and development. Preferred are: Professional academic library experience, background in the social sciences, a demonstrated ability to teach, knowledge of and experience in searching electronic reference sources. Faculty status, 12-month contract, tenure-track with liberal fringe benefits. Salary range starts at \$27,000. Position available July 1, 1993. Send resume and the names of at least three references to: Julia F. Baldwin, Search Committee Chair, William S. Carlson Library, The University of Toledo, Toledo, OH 43606-3390. EEO/AA Employer.

REFERENCE LIBRARIAN/SCIENCES OR SOCIAL SCIENCES. Under the direction of the Head of Reference, this librarian provides general academic reference service, including some evenings and weekends, bibliographic instruction, online searching. Will participate in collection development for sciences or social sciences. Qualifications include MLS from ALA-accredited school or foreign equivalent; strong commitment to public services in an academic setting; demonstrable ability and desire to work closely and proactively with students and faculty; effective interpersonal and communications skills; familiarity with online searching and CD-ROM products.

Head, Archives and Manuscripts Department

Responsible for administering the Archives and Manuscripts Department of the John J. Burns Library of Rare Books and Special Collections at Boston College. The Burns Library houses more than 4,000,000 manuscripts. The Archives and Manuscripts Department is comprised of three major components which include the University Archives, the literary and historical collections, and the Congressional Archives. The head of the Department, in consultation with the Burns Librarian, acquires new materials for the University and Congressional Archives, directs the arrangement and description of all manuscript collections, and maintains a computerized database containing accession registers, survey information, photographic cataloging data and other descriptors. Will have supervisory responsibilities; plan for further utilization of automated technologies; assist in the development of a university records management plan; maintain a positive relationship with the University community and external donors; coordinate reference service; prepare regular exhibits; and assist the Burns Librarian in budgetary planning.

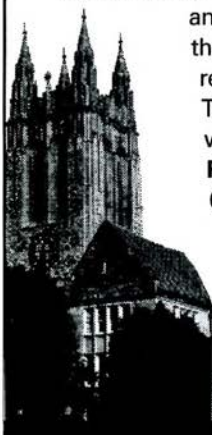
Requires an A.L.A. accredited M.L.S. or M.A. in appropriate subject field. At least five years of progressively responsible experience in the area of archival and manuscript management preferred, with substantial experience in the field of acquisitions and donor relations, strong interpersonal skills, and knowledge of current IBM hardware and software appropriate to archival repositories essential. Strong background in preservation planning, exhibit preparation and supervisory experience also important. Salary from \$37,000 depending on qualifications.

Boston College, a co-educational Jesuit University of 9,000 undergraduates and 5,000 graduate and professional students, is committed to the ideal of excellence and service to others. Applications received before June 15, 1993 will receive first consideration. To apply, send two copies of resume and cover letter, along with 3 references to: **Bonnie Newton, Department of Human Resources, Boston College, More Hall 315, Chestnut Hill, MA 02167.**

Boston College is an Equal Opportunity/
Affirmative Action Employer.

BOSTON COLLEGE

A Jesuit University



SYSTEMS LIBRARIAN

University of Houston

RESPONSIBILITIES: The University of Houston Libraries are expanding electronic information services and acquiring a second-generation integrated library system. The libraries currently provide public access to 36 networked CD-ROM databases, two locally developed programs (an expert system and library orientation system), a CD-ROM union catalog for eight libraries, and the Geac Integrated Library System (ILS). The network is being significantly expanded to include 36 public and numerous staff workstations, converted to 10Base-T Ethernet, and linked to the Internet so that CARL UnCover2 and other systems can be accessed. The existing ILS will be replaced by a new system which will support new locally mounted databases and utilize hundreds of networked microcomputer workstations. The systems librarian reports to the head of systems and provides support for all computer and network systems in the libraries.

QUALIFICATIONS: Requires ALA-accredited master's degree; excellent analytical and communication skills; a strong commitment to responsive and innovative service; the ability to work effectively in a demanding and rapidly changing environment; academic training in information technology; and a strong desire to master new technologies and stay current.

SALARY: \$26,000.

OTHER INFORMATION: The libraries have been successful in obtaining grants to support innovative technology projects, including the IRIS Project that was named as one of the Joe Wyatt Challenge Success Stories by EDUCOM. The libraries sponsor the popular PACS-L list and publish two electronic serials. The libraries are a member of ARL.

APPLICATION DEADLINE: Review of applications will begin immediately and continue until the position is filled. Send letter of application, names of 3 references, and resume to:

Dana Rooks
Assistant Director for Administration
University of Houston Libraries
Houston, TX 77204-2091

An equal opportunity employer.

Desirable qualifications include an academic background in the sciences (preferred) or education and psychology and experience in providing reference service in an academic library. This entry-level position is tenure-track with faculty rank and status. Successful applicants must have or complete a second master's degree for tenure and show potential to gain promotion through faculty ranks. Starts September 1, 1993. Salary: \$31,000. Benefits: TIAA-CREF retirement, medical, dental plans, full tuition remission at USD, including graduate school. Screening begins July 9, 1993. Submit cover letter, current resume with names, addresses, telephone numbers of three recent professional references to: Tony Harvell, Head of Reference, Copley Library, **University of San Diego**, 5998 Alcalá Park, San Diego, CA 92110-2492. A Catholic university, USD has 6,000 students and offers master's degrees in marine studies and education among other fields. Copley Library has 350,000 volumes, 24 CD-ROM databases, a professional staff of eight librarians. USD is an AA/EQ employer. Applications encouraged from minorities.

REFERENCE/LIBRARY INSTRUCTION LIBRARIAN. The University of Evansville. Entry-level position. Participate in all activities of the Department of Reference and Library Instruction, assist in performing online literature searches, and coordinate an existing, successful, course-integrated library instruction program. Reports to the head of reference. Some evening and weekend work is required. Requires an MLS degree from ALA-accredited library school. Prefer experience in academic library reference service. Will consider graduate-assistant level experience. Basic experience in online literature searching and some knowledge of CD-ROM computer databases and Lexis/Nexis preferred. Teaching experience preferred. Salary is \$22,000. The UE Libraries house over 225,000 bound volumes and over 250,000 microforms. Fully automated and integrated online catalog on the NOTIS System. The position is twelve-month, tenure-track with faculty rank, requiring demonstrated proficiency in librarianship, scholarly activity, and community or university service. Twenty vacation days, plus holidays. TIAA/CREF. Send application and resume including

names, addresses, and telephone numbers of at least three references to: Chair, Reference/Library Instruction Librarian Search Committee, c/o R.N. Sharma, Director, **University of Evansville Libraries**, 1800 Lincoln Avenue, Evansville, IN 47722. Equal opportunity employer. Deadline for applications is June 30, 1993. The University of Evansville is an independent, church-related, selective admissions university located in a city of 135,000 in southwestern Indiana. It offers a comprehensive program of instruction including liberal arts, science, engineering, business, nursing, and education. Enrollment numbers 2,400 full-time students. The university also includes a major campus in England, Harlaxton College.

SCIENCE AND ENGINEERING CENTER DEPARTMENT HEAD.

Responsible for programs and services in a science and engineering department emphasizing collection development and information services. Supervises department staff consisting of two professionals, one clerk, and student assistants, as well as the university's branch library for marine studies. Manages department involved in collection development, reference and geographic information services, computer literature searching, user education, and faculty outreach. Required: ALA-accredited MLS; three years experience serving a science or engineering clientele with responsibilities for collection development, reference service, computer literature searches, and user education; demonstrated supervisory ability; excellent oral and written communication skills. Preferred: Undergraduate or graduate degree in a science or engineering discipline. Benefits: Twelve-month appointment with 20 working days annual leave, TIAA/CREF, life and health insurance. Salary Range: \$30,000-\$35,000 depending upon experience. To Apply: Send cover letter addressing position requirements, resume, and names of three references to: Mary Casserly, Chair, Search Committee, **University of Maine**, 5729 Raymond H. Fogler Library, Orono, ME 04469-5729. Applications will be accepted until a suitable candidate is found. University of Maine, the Land Grant University and Sea Grant College for the State of Maine, is the flagship campus for the UM System and



HEAD, ACQUISITIONS DEPARTMENT

The University of Cincinnati

The University of Cincinnati University Libraries is seeking a strong leader, manager, and supervisor for the head of its centralized acquisitions department. This position reports to the Division Head for Collection Management and Processing Services and regularly consults with the collection development officer. This is a 12-month faculty (tenure-track) position. Salary is dependent on qualifications of the candidate, but the minimum salary will be \$33,000. Benefits include 22 vacation days, sick leave, tuition remission for self and immediate family, and health care and retirement plans.

The University of Cincinnati is the second largest academic institution in the state of Ohio. University Libraries is comprised of a central humanities and social science library and nine branch libraries with a collection of 1.2 million titles, 1.5 million volumes, and an acquisitions budget of \$3.7 million. It uses a fully integrated Innovative Interface Inc. system and shares a union database with four other UC libraries. UC is a leading member of OhioLINK, a dynamic statewide information access network.

DUTIES: Provide leadership in a dynamic environment. Plan and direct the activities of the department of 16 FTE. With department supervisors, monitor the workflow, assign individual duties, and evaluate the performance of departmental staff. Formulate departmental and interdepartmental policies, goals, and procedures in consultation with the division head and other department supervisors. Maintain appropriate working relationship with and monitor performance of vendors used in the acquisition of library material. Plan, coordinate, and monitor training and development for department staff. Participate in committees, prepare oral and written reports, and participate in selection of library materials.

REQUIRED QUALIFICATIONS: MA/MS in library science from ALA-accredited program; three years experience in an academic or research library, including substantial experience in the acquisition of serials, monographs, and nonbook formats; knowledge of and experience with automated acquisition systems; experience with OCLC or a similar bibliographic utility; proven successful supervisory experience; strong interpersonal skills; evidence of ability to adapt (and help others adapt) to a rapidly changing environment.

PREFERRED QUALIFICATIONS: Substantial managerial experience that demonstrates excellence in leadership, goal setting, planning, analysis, and organizational change; ability to maintain effective working relations with diverse individuals; reading knowledge of one modern European language in addition to English; collection development experience; working knowledge of microcomputer software.

Send a letter of application, resume, the names, addresses, and phone numbers of three references to:

**Priscilla Neill
AUL-Personnel
640 Langsam Library
University of Cincinnati
Mail Location 33
Cincinnati, OH 45221-0033**

DEADLINE: Primary consideration will be given to those applications received by **July 5, 1993**.

The University of Cincinnati is an equal opportunity, affirmative action employer.

offers a full range of programs in engineering, life sciences and agriculture, and physical sciences. Fogler Library has a staff of 21 professionals, an integrated library automation system, and an annual acquisitions budget of approximately \$2.1 million. An affirmative action/equal opportunity employer.

SCIENCE LIBRARIAN. Rensselaer Polytechnic Institute's Folsom Library is seeking a creative, innovative librarian who is comfortable working in a computer-intensive environment and capable of applying new information technologies to the library's science services. Reporting to the head of collection development/reference services, responsibilities include development of the library's collections and

services (especially electronic) in the sciences, reference service, database searching, bibliographic instruction, continued professional development, and service on library and university committees and task forces. Qualifications: An MLS from an ALA-accredited program, interest and ability to work with scientific and technical materials, ability to work effectively with the public, excellent oral and written communications skills, familiarity with library automation applications, ability to work in a rapidly changing environment, and commitment to professional development. Preferred qualifications are science reference experience in an academic library; bachelor's or advanced degree in a science discipline; experience in collection development and bibliographic instruction; and experience with on-

UNIVERSITY CENTER LIBRARIAN George Mason University

George Mason University seeks a librarian to manage its new University Center Library, scheduled to open August 1995. The library will combine the latest in information technology with a multimedia center and a basic collection supporting the undergraduate curriculum. The University Center is a 320,000-square-foot building which will be occupied by student activity and student union functions and a 100,000-square-foot library. The library is planned to house approximately 25 staff members, a 100,000-volume multicultural collection, and 2,000 seats. Its services will be integrated with the main library less than a block away. The University Center librarian will play a major role in the development of the collection and staff for this new library, and will work extensively with representatives of occupants of the building to develop new service concepts. The position is open August 1, 1993, or as soon as possible thereafter.

REQUIREMENTS: ALA-accredited MLS, second master's highly desirable. At least five years professional experience in academic libraries required, primarily in public services. Experience with information technology and multimedia highly desirable. The successful applicant will demonstrate ability to supervise a diverse group of employees in an unconventional library setting and work with members of the university community in an integrated approach to student life. Experience in collection development and/or media services desirable.

Salary \$30,000-\$40,000, commensurate with qualifications and experience; excellent benefits.

Send letter of application with resume and names of three references by **July 10** deadline to:

Leslie LaBerge
Library Administration
George Mason University
Fairfax, VA 22030-4444

AA/EEO employer, minorities encouraged to apply.

line searching, CD-ROMs, and the use of Internet resources. Salary is \$25,000 minimum, dependent upon qualifications and experience. Application review will begin July 15. Send letter of application, resume, and the names of three references to: Barbara Lockett, Director of Libraries, Folsom Library, **Rensselaer Polytechnic Institute**, Troy, NY 12180. Rensselaer is an AA, EEO employer. Applications of minorities and women are particularly encouraged.

SCIENCE AND TECHNOLOGY LIBRARIAN. 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 programs. The College of Polymer Science and Polymer Engineering at the University of Akron is recognized as the largest and most respected graduate and research program in its area in the world. The University Libraries are seeking an innovative individual to provide research assistance to specialized clientele and to provide general reference services in all areas of science and technology. Required: Bachelor's degree in chemistry, physics, or related discipline; background in physical science including rubber chemistry and polymers; a broad knowledge of the rubber and plastics industry; expertise in electronic access to data; demonstrable oral, written, and interpersonal communication skills; ability to work collegially. Preferred: MLS from an ALA-accredited school; master's degree in chemistry, physics, or related discipline; experience in industry or academic libraries; potential for research and evidence of scholarly/professional achievement; word processing and database management skills; ability to organize office procedures, supervise student assistants, and coordinate activities within the department; positive interactions with clients. This is a 12-month tenure-track faculty appointment with rank and salary appropriate to qualifications. An MLS will be required for tenure or promotion. It will include 22 days vacation and a standard benefits package. Application deadline is June 28, 1993. Send letter of application, resume, and the names of three references to: Nancy L. Stokes, Chairperson, Search Committee, Science and Technology Librarian, Bierce Library, **University of Akron**, Akron, OH 44325-1707. The University of Akron is an affirmative action, equal opportunity employer.

SERIALS LIBRARIAN. A permanent, faculty-level appointment with academic rank but without tenure. The incumbent manages the acquisition, processing, and cataloging of all serials; develops procedures for the entering and maintaining of serials-related records in the library's INNOPAC-based integrated online system; administers the contracts with the library's serials (EBSCO and UMI) and binding vendors; and is responsible for selecting, training, directing, and evaluating subordinates. Required: an ALA-accredited master's degree; knowledge of technical library operations with special emphasis on principles of serials acquisitions and cataloging; at least one year directly related experience. Desired: A second master's degree or subject expertise in one of the sciences; experience using an integrated online library computer system. Salary negotiable, minimum \$24,000 for 12 months. Furman University is a private, liberal arts college located in Greenville, South Carolina. The library has over 330,000 volumes, a faculty of eight, a support staff of twelve, and an annual budget of \$1,000,000. Send letter of inquiry to: Trisha Long, Administrative Secretary, James B. Duke Library, **Furman University**, Greenville, SC 29613-0600, or call (803) 294-2191. To receive full consideration, applications should be complete by July 2, 1993. AA/EEO.

SERIALS LIBRARIAN. Sweet Briar College seeks a strongly service-oriented librarian to be responsible for oversight of journal and serial resources in print, microform, and electronic formats. Reporting to director of libraries and media services, serials librarian is responsible for automated serials system implementation, collection management and review, vendor relations, and binding/preservation services. Additional responsibilities include serials cataloging and maintenance of OCLC Union List of Serials, microforms, systems support, and active participation in bibliographic instruction program. Serves as liaison with several departments for collection development. Position includes responsibility for rotating night and weekend reference during the academic year. Supervises student assistants. Applicant must possess the MLS, excellent interpersonal skills, and be able to work effectively with faculty, students, and staff. Desirable qualifications include experience with microcomputers (Apple Macin-

tosh and MS-DOS/Windows), automated serials control systems (Dynix preferred), electronic information sources and advanced subject knowledge in an academic discipline. As a faculty member, applicant must meet faculty criteria for promotion. The Sweet Briar College library system consists of a central library and three branches: art, music, and science. The collection has over 200,000 volumes with over 1,000 subscriptions. The library provides a full range of traditional and online reference services and is implementing the serials control module of a DYNIX integrated library system. Benefits include 22 days annual leave, retirement program (TIAA/CREF or Zenith Accumulator), paid life insurance, BC/BS. Hiring at assistant professor range with a salary of \$34,000. Please send letter of application with complete resume and names, addresses, phone numbers of three professional references to: Patricia Wright, Associate Director of Libraries, Sweet Briar College, Sweet Briar, VA 24595. Screening of applicants will begin June 15. Appointment to begin August 1. Sweet Briar College is an affirmative action, equal opportunity employer.

USER INSTRUCTION LIBRARIAN. Musselman Library, Gettysburg College is accepting applications for the full-time position of user instruction librarian in Musselman Library. This position serves as primary provider of library instructional services and guides and coordinates the instructional efforts of other librarians. Provides a program of library user instruction to students and faculty on a highly networked campus. Works closely with faculty, campus computing

personnel, and other librarians. Duties include some scheduled reference service as an element of user instruction. Reports to newly-created position of associate college librarian for information and technology. Gettysburg is becoming a model among liberal arts colleges for utilization of information technology to support classroom teaching and student and faculty research. Candidates must possess an ALA-accredited degree in library and information science. Desired qualifications consist of additional graduate work; knowledge of traditional and electronic information resources; experience and creativity in training students and faculty in the use of campus and remote information sources; successful experience in a recognized program of user instruction; experience as an effective classroom faculty member helpful; proven record of collegiality and cooperation; strong oral and written skills. Salary competitive and commensurate with our expectations for this position. Liberal benefits package, including TIAA/CREF. Gettysburg College is a highly selective liberal arts institution located one and one-half hours north of the Baltimore/Washington area in the countryside of southern Pennsylvania. If interested, please send letter of application and resume with the names of three references by June 22, 1993, to: Gettysburg College, Human Resources, Penn Hall, Attn: Jane D. North, Director, 300 N. Washington St., Gettysburg, PA 17325. Gettysburg College is an equal opportunity/affirmation action employer. Women and minorities are encouraged to apply.

Late Job Listings

ARCHITECTURAL RESOURCES LIBRARIAN. Position description: the architectural resources librarian serves as curator of Southeastern Architectural Archive and is also responsible for collection development of the Tulane University Library's architectural holdings. The holder of the position reports to the assistant university librarian for special collections and works collegially with other members of the Special Collections. Noted as one of the top three architectural archives in the U.S. (*Forbes Magazine*), the Southeastern Architectural Archive was established as a separate entity in 1978. The Architectural Archive houses over 200 individual collections containing significant architectural drawings, project records, and extensive holdings of photographic and three dimensional materials. The bulk of the collection dates from the mid-1800s to the present. The Southeastern Architectural Archive is a member of the International Confederation of Architectural Museums and includes an exhibition gallery. The architectural resources librarian supervises one library assistant and a number of student assistants. There is a close working relationship with the School of Architecture and the regional professional design community. Required: MLS with archival emphasis and/or equivalent training or experience in archives and/or professional degree in architecture or degree in architectural history or related field; strong organizational and communication ability. Preferred: Knowledge of photography; computer as well as design skills; knowledge of Louisiana and Gulf South architectural history. Level: Librarian II or higher; salary range mid- to upper \$20,000s. Twelve-month appointment with 22 vacation days; excellent general benefits. Review of applications will begin July 15, 1993, and will continue until position is filled (no later than September 30, 1993). Send letter of application; resume; and names, addresses, and telephone numbers of three references to Melonie Hughes, Administrative Associate, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70118. Tulane University is an equal opportunity/affirmative action employer.

CATALOGING SERVICES/COMPUTER AND AUTOMATED SYSTEMS LIBRARIAN. Olive Kettering Library, Antioch College, Yellow Springs, Ohio. Position: cataloging services/computer and automated systems librarian will be available July 1, 1993. Responsibilities: Perform classification and cataloging, including original cataloging, of all materials in a variety of formats for all Antioch University campuses. Continue the ongoing automating of library functions. Supervise microcomputer and automated systems software, hardware, and applications. Maintain quality control and ensure the integrity of the online database. Represent Antioch College on

appropriate cataloging councils. Serve as reference librarian, including weekend and evening rotation. Share responsibility for teaching students and faculty use of information retrieval systems. Qualifications: Master's degree from an ALA-accredited library/information science school. Prefer at least three years of responsible experience in an academic cataloging department. Expertise with OCLC, MARC formats, and local automated systems. Thorough knowledge of LC classification and AACR2. Familiarity with LCSH and experience with PRISM. Ability to interact in a positive manner with students, faculty, and staff in a rapidly changing environment. A service-oriented view of librarianship. Send letters of nomination or application, including the names of three references, along with curriculum vitae to: R. Eugene Rice, Dean of Faculty, **Antioch College**, Yellow Springs, OH 45387. Applications will be accepted until position is filled. Affirmative Action/Equal Opportunity Employer.

ASSOCIATE DEAN FOR INFORMATION TECHNOLOGY. University Libraries. Essential Functions: Represents the dean of university libraries at the national, state, and-local levels on information technology issues; coordinates the application of advanced information technology in the library; plans for the development of online library services based upon existing and emerging technology; serves as liaison to university computing and non-ASU institutions; participates fully with the assistant/associate deans in the administration of the university libraries. Required: Master's degree in library science or computer science and five or more years professional experience managing automation and communication resources in a large and complex information environment; thorough knowledge of computer hardware, software, systems analysis, and programming procedures and techniques; thorough knowledge of developments and trends in the use of advanced technology in libraries and/or experience in the application of advanced technology to library operations; ability to plan, direct, develop, implement, and maintain automated systems; knowledge of telecommunications, networking, and local area network (LAN) management; strong leadership, advocacy, administrative, interpersonal, and communication skills; ability to work with a diverse academic community; evidence of strong professional involvement and ability to meet university criteria for appointment as an academic professional. Preferred: Experience with the implementation and maintenance of an online catalog, local area network, and online bibliographic databases; experience or familiarity with TANDEM system architecture, operating system, and CARL application software; experience or familiarity with multiple workstation platforms, including PC-based and UNIX; development and use of networks, including LAN and WAN (TCP/IP) in distributed client-server environments. Salary: \$55,000 and up, dependent on qualifications and experience. Deadline: July 15, 1993, or the Monday of each week thereafter until filled. Procedure: Send letter, resume, and names, addresses, and phone numbers of four recent references to: Kurt R. Murphy, Assistant Dean for Personnel, Hayden Library, **Arizona State University**, Tempe, AZ 85287-1006. (602) 965-3417. AA/EEO employer.

HEAD OF SPECIAL COLLECTIONS AND CURATOR OF THE WEST VIRGINIA AND REGIONAL HISTORY COLLECTION. West Virginia University Libraries. Responsibilities: The head of special collections and curator reports directly to the Dean of University Libraries, and serves as a member of the libraries' leadership team. The incumbent is responsible for the management and oversight of the libraries' special collections, including technical and public services, planning, public relations, outreach, and preservation functions. As curator, the successful candidate will assume responsibility for directing the day-to-day affairs of the West Virginia and Regional History Collection, the primary historical archive for the state of West Virginia; and will assume responsibility for identifying, acquiring, organizing, and preserving state, regional, and Appalachian materials appropriate to enhancing the mission and scope of this collection. The West Virginia and Regional History Collection currently consists of more than 3,100 archival and manuscript collections, as well as printed, iconographic, and sound materials, totalling 20,000 linear feet. Existing collection strengths

include the papers of 13 of the earliest WV governors; the personal papers of various political figures; the archives of businesses, industrial organizations, and unions; Civil War histories pertaining to the Appalachian region; diaries; artifacts; and a comprehensive collection of printed materials documenting Appalachian history. The head of special collections and curator actively develops external support for the archival and special collections, working collaboratively with the libraries' and the university's development officers in fundraising, proposal writing, and donor activities. A major expectation of the incumbent is to work toward developing and implementing MARC-based bibliographic records of the archival collections for loading onto the libraries' online public access catalog and into the OCLC database to support national access; and development of a comprehensive Archive documenting the history of the University. Other responsibilities involve supervision of the libraries' preservation micro-filming program; publishing of a triannual newsletter; and management of the West Virginia and Regional History Association, the Collection's patron/donor group. Staff of 8 FTE, plus student assistants. Qualifications required: MLS from an ALA-accredited library school and a second master's or Ph.D. in American history or other subject area relevant to the collections; a minimum of five years of progressively responsible administrative experience in archives or special collections in an academic or research library, two years of which must have been at a supervisory level; training and experience in archival management; demonstrated knowledge of preservation principles; excellent oral and written communications skills; and strong interpersonal skills are required. Qualifications desired: Experience in fundraising and proposal writing highly desired. Salary and rank: salary and rank negotiable, dependent upon qualifications. Minimum salary: \$35,000. A non-tenure-track faculty position. Benefits include excellent vacation, sick leave, and insurance options, flexible retirement options including TIAA/CREF, and continuing education opportunities. In close driving proximity to both Washington, DC, and Pittsburgh, PA. West Virginia University is a doctoral degree granting institution and the major research resource within the state. Review of applications will begin July 1, 1993, and will continue until the position is filled. Applicants should submit letter of application, resume, names, addresses, and telephone numbers of at least three references to: Chair, Head of Special Collections and Curator Search Committee, c/o George H. Libbey, P.O. Box 6069, Wise Library, **West Virginia University**, Morgantown, WV 26506-6069. West Virginia is an affirmative-action, equal-opportunity employer. Women and minorities are encouraged to apply.

PUBLIC SERVICES ELECTRONIC RESOURCES LIBRARIAN. The University of Rochester seeks an energetic and forward-looking librarian to provide leadership in the planning, development, integration, evaluation, and marketing of electronic resources for Public Services in River Campus Libraries. This position coordinates a team of Public Services staff in: training of library staff and users in effective use of electronic resources; planning for electronic access to a variety of full-text, bibliographic, and numeric databases; serving as liaison to Microcomputer Services, Systems, and Technical Services departments concerning electronic initiatives; seeking grant funding and donor contributions; providing general current awareness and technological vision and focus for Public Services. Other duties include a limited schedule of reference assistance and collection development responsibilities in an area of the social sciences. Qualifications: ALA-accredited MLS required and an undergraduate emphasis or graduate work in the social sciences preferred. Professional library experience in the use of electronic resources, including substantial knowledge of CD-ROM products, online services, Internet access, new technology instruction, and microcomputer hardware/software technology. Demonstrated analytical, organizational, planning, and leadership skills. Strong oral and written communication and interpersonal skills. The University of Rochester is a private institution, with library membership in OCLC, RLG, ARL, CRL, and active library use of electronic services such as CarlUnCover, NEXIS, Dow Jones, and over 90 CD-ROM products (including 23 networked). Salary dependent upon experience and qualifications—negotiable from

\$30,000 plus benefits. Send a letter of application, resume, names/addresses of three references to: Search Committee/Electronic Resources Librarian, Director's Office, Rush Rhees Library, **University of Rochester**, Rochester, NY 14627. Phone: (716) 275-4461; Fax: (716) 273-1032. Application should specify exact qualifications for the position. Applications will be reviewed beginning July 1, 1993. EOE/MF.

HEAD OF CATALOGING. Loyola University Chicago. Loyola University seeks a creative leader in cataloging to manage a department of 4 librarians, 6.5 support staff and 2 FTE student workers. Primary responsibilities include planning and developing effective and efficient methods of providing access to the libraries' collections housed in five libraries on four campuses. The head of cataloging also serves as the OCLC liaison, and participates in library-wide planning. Head of cataloging participates with other technical services department heads and the assistant university librarian for technical services in planning for the future operations of technical services. Reports to the assistant university librarian for technical services. Requires an ALA-accredited MLS; at least five years cataloging experience in an academic or research library; substantive supervisory experience; demonstrated knowledge of AACR2, LC classification and subject headings, MARC formats; experience with OCLC or RLIN and a local online system, preferably NOTIS; understanding of the principles of authority control. Also requires excellent communication and interpersonal skills, a commitment to the service mission of the academic library and a collegial management style. Salary commensurate with qualifications and experience. Base salary from \$35,000. Benefits include 20 days vacation, individual and family tuition benefits, university contributions to TIAA/CREF, dental insurance and choice of medical plans. Qualified applicants should send letter 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 Road, Chicago, IL 60626. Application deadline is June 30, 1993. Loyola University is an affirmative action/equal opportunity educator/employer.

CATALOGING LIBRARIAN. Westfield State College is seeking applicants for a twelve-month, tenure track cataloging librarian-department head. The successful candidate will be responsible for the daily operation of the cataloging department, including examination and documentation of policies and procedures; will set priorities, establish workflow, and coordinate procedures relating to other departments; will supervise copy cataloging, implementation of C/WMARS (CARL), recon project; will perform original cataloging; will provide some evening reference desk service; will supervise two paraprofessionals and student workers; will report to the director of the library. Qualifications: Accredited MLS; knowledge of and experience with AACR2, LCSH, LC classification, and OCLC; and demonstrated communication and training skills required; two to three years supervisory and cataloging experience in an automated environment preferred. Review of credentials will begin immediately and will continue until the position is filled; rank and salary are dependent upon experience and qualifications. Women, minorities, and persons with disabilities are encouraged to apply. Please forward a letter of application; resume; transcript for most recent degree; and the names, addresses, and telephone numbers of three references: Pamela Mitchell-Crump, Director, Affirmative Action, **Westfield State College**, Westfield, MA 01086. An affirmative action/equal opportunity employer.

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ANNOUNCEMENT OF FOUR POSITION VACANCIES BALL STATE UNIVERSITY LIBRARIES

Ball State is a comprehensive university with over 20,000 students and 1,000 faculty serving east-central Indiana. It is located fifty miles northeast of Indianapolis in a city of 80,000. The library contains 1.4 million items in a modern building; it is serviced by 40 librarians and 85 FTE support staff.

HEAD OF CATALOGING SERVICES

Reports to Assistant Dean for Technical Services. Responsible for managing the cataloging services unit and coordinating all cataloging activities. Supervises professional and classified staff (5 librarians and 16 support staff); establishes cataloging policies for materials in all media; directs daily activities of cataloging services unit; prepares written reports and proposals; compiles statistics as required. Requirements: MLS from an ALA-accredited program or equivalent; substantial professional experience in a cataloging unit; experience in cataloging different kinds of materials at all levels of difficulty, using national standards as established by AACR2(rev.) and LC; strong organizational abilities and supervisory skills; excellent oral and written communication skills. Preferred: Experience with online integrated library systems; additional advanced degrees. Salary: Negotiable; \$36,000 minimum.

CATALOG LIBRARIAN FOR MONOGRAPHS

Reports to head of cataloging services. Catalogs monographs using AACR2(rev), OCLC/MARC format and LC classification, subject headings, and rule interpretations; creates, maintains, and ensures consistency of automated authority records; participates in development, documentation, and evaluation of unit policies and procedures. Requirements: MLS from an ALA-accredited program or equivalent; knowledge of MARC formats, AACR2(rev), and LC subject headings and classification; knowledge of automated cataloging using national bibliographic utility, such as OCLC. Preferred: Professional cataloging experience; knowledge of emerging technologies, especially the automation of library technical services functions; working knowledge of at least one Western European language; additional advanced degrees. Salary: Negotiable; \$24,000 minimum.

CATALOG LIBRARIAN (MUSIC EMPHASIS)

Reports to head of educational resources technical services. Catalogs music scores, sound recordings, and other nonprint music materials, and other assigned AV formats, using AACR2(rev), OCLC/MARC formats for descriptive cataloging, and LC subject headings and classification schedule; supervises music cataloging section of ed. res. technical services (2 technical cataloging assistants); trains technical cataloging assistants and revises their work; creates authority records and assists with their maintenance. Requirements: MLS from ALA-accredited program or equivalent; knowledge of MARC formats, AACR2(rev), and LC subject headings and classification; knowledge of automated cataloging using a national bibliographic utility, such as OCLC; working knowledge of at least one Western European language; effective communication skills. Preferred: Advanced degree in music; supervisory experience; music and/or AV cataloging experience; knowledge of emerging technologies, especially the automation of library technical services functions. Salary: Negotiable; \$24,000 minimum.

INTERLIBRARY LOAN LIBRARIAN

Reports to assistant head of access services. Supervises interlibrary loan office and staff (one direct, three indirect); develops and evaluates interlibrary loan policies and procedures; interprets ILL service policies and functions to students, faculty, and staff; provides bibliographic verification and reference service to library users; maintains awareness of current national, international, regional, state, and local ILL codes and agreements; maintains knowledge of current bibliographic verification tools. Requirements: MLS from an ALA-accredited program or equivalent; knowledge of OCLC, print, and automated sources; strong organizational skills; effective oral and written communication skills. Preferred: ILL experience; supervisory experience; experience with NOTIS and CD-ROMS; advanced degrees displaying research abilities. Salary: Negotiable; \$24,000 minimum.

TERMS AND CONDITIONS: All positions are fiscal year, 12-month appointments. Faculty status possible with appropriate academic credentials. Benefits include 24 vacation days, 12 days sick leave; TIAA, Blue Cross/Blue Shield, life, and disability insurance packages.

APPLICATION: Send letter of application, resume, transcripts for all graduate degrees (unofficial copies acceptable), and a list of three references, including addresses, and telephone numbers. List should include current or most recent supervisor. Address as follows:

C. William Barnett
Director, Library Business Services
101 Bracken Library
Ball State University
Muncie, IN 47306

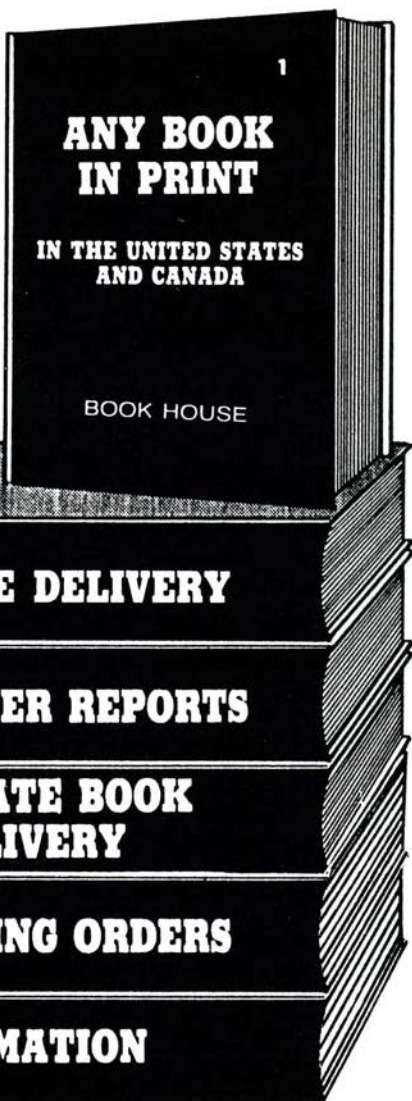
Review of applications will begin immediately and continue until the position is filled.

Ball State University is an Equal Opportunity, Affirmative Action Employer, and is strongly and actively committed to diversity within its community.

ACQUISITION PERSPECTIVES

1. ANY BOOK IN PRINT means delivery to your library of all available books from any publisher or distributor in the U.S. or Canada. There is no list of publishers you must check . . . WE DELIVER THEM ALL . . . including trade, scientific/technical, text, university presses, paperbacks, associations, small presses, Canadian, and software.

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Today's patrons expect easy access to information sources via our growing electronic networks. And they want full text and image capabilities. Advances in connectivity, the Z39.50 protocol, and the Internet have created a global network from which to draw information.



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Truly open systems, which provide access to this global network, are becoming a reality. Open systems utilizing client/server technology offer greater flexibility through the integration of components from multiple vendors. And easy-to-use graphical interfaces (GUIs) are increasing productivity for both patrons and staff. Open systems are reshaping the way we work.

There's More To NOTIS.

NOTIS Systems has been a leader in library automation for over 10 years, and today supports over 200 libraries. We're developing open systems that will help you provide expanded patron access and give you greater system flexibility and cost-effective solutions. NOTIS was the first to offer Z39.50-compliant products like *InfoShare*™ a database access server for UNIX platforms; *ProPAC*™ a windows-based client for PCs and workstations; and *PACLink/PACLoan*™ a collection sharing system. Keep an eye on the future. Keep an eye on NOTIS.



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