

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 \$6.30 per line for institutions that are ACRL members, \$8.00 for others. Late job notices are \$15.25 per line for institutions that are ACRL members, \$18.00 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$275 to \$565 based upon size. Please call for sizes and rates.

Guidelines: For ads which 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: Ted Bales, 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; Bitnet: UJ38398@UICVM.bitnet

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

ADMINISTRATIVE LIBRARIAN, GS-13, (Salary range: \$46,210 to \$60,070): formulates, coordinates, and directs all the programs, policies, techniques, and operation of the FBI Academy Library, which is the main library and resource facility for the entire FBI. Must have specialized experience demonstrating the required administrative and/or managerial ability to perform successfully the duties of the position OR completion of all the requirements for doctoral degree (or equivalent) OR three full academic years of graduate education in library science. Send letter of application and resume to: Roberta C. Beadle, **FBI Academy**, Quantico, Virginia 22135, by no later than July 4, 1992. If further action is to be taken, you will receive within 3 weeks an application for employment to be completed in its entirety. The FBI is an equal employment opportunity employer.

ASSISTANT DIRECTOR FOR PUBLIC SERVICES. Colorado State University is seeking an innovative Assistant Director. Reporting to the Associate Director, this position coordinates and evaluates ongoing public service programs including, but not limited to: refer-

ence; bibliographic instruction; database searching; interlibrary loan; and general access services in addition to serving as liaison to university, community, and state user groups. Required: ALA-accredited MLS degree, at least 5 years public service experience in an academic library; demonstrated managerial and interpersonal skills. A record of achievement sufficient to meet the requirements for appointment at the rank of Associate Professor or Professor is desirable. Twelve-month, tenure-track faculty appointment complete with generous benefits package. Minimum salary \$53,000. Colorado State University Libraries is an AA/EEO employer actively seeking all qualified protected class members. Submit letter of application, resume, and names, addresses, and phone numbers of three references to: Teri Switzer, **Colorado State University Libraries**, Fort Collins, CO 80523. All materials must be postmarked by August 1, 1992.

ASSISTANT INTERLIBRARY LOAN LIBRARIAN AND REFERENCE LIBRARIAN. This position is split between the Interlibrary Loan Department and the Reference Department. Primary responsibilities include acting as a liaison between the Reference and Interlibrary Loan departments, assisting in administrative and supervisory responsibilities in Interlibrary Loan and participating in a full range of reference services. Qualifications: MLS from an accredited library school required. Paraprofessional interlibrary loan or reference experience preferred. Recent library school graduates are especially welcome to apply. Reading knowledge of at least one modern foreign language. Excellent communication skills and the ability to work effectively with colleagues and library users. Familiarity with OCLC, RLIN or other automated systems preferred. Availability immediately. Starting salary range: \$25,000-\$28,000 depending upon qualifications. Send letter of application and resume, including names and addresses of three references to: Judy Lowman, Personnel Librarian, **Northwestern University Library**, Evanston, Illinois 60208. For full consideration, applications should be received by July 15, 1992. Northwestern University Library is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

Reference Librarian

Barnard College, Columbia University seeks a Librarian to provide a full range of library services including reference desk, library instruction and collection development responsibilities. Your schedule will be Sunday-Thursday during the academic year, and Monday-Friday other times of the year.

We require an MLS, strong liberal arts background and knowledge of computers and CD-ROM technology. Academic background in English and American literature and/or women's studies preferred.

We offer a competitive salary and excellent benefits including 24 days vacation and tuition remission. Send your resume and 3 references to: **Employment Supervisor, Barnard College, 3009 Broadway, New York, NY 10027.** Equal Opportunity Employer.

ASSISTANT LIFE SCIENCES LIBRARIAN. Required qualifications: master's degree in Library Science (ALA-accredited). Degree or experience in Chemistry, Biochemistry, or Biological Sciences with strong emphasis on Chemistry. Minimum of two (2) years of professional experience, preferably in a Science/Technology Library. Desired qualifications: reference experience including computer-based information services and bibliographic instruction. Familiarity with technical services operations. Demonstrated supervisory and interpersonal skills. Ability to utilize new technologies and to adapt library procedures to meet changing needs of students and faculty members. Responsibilities: provides reference service and bibliographic instruction to undergraduates, graduate students, and faculty in agriculture and biological sciences, as well as the university community. Participates in the management and operation of the library; shares responsibility for online searching and CD-ROM management; performs liaison work with faculty; and trains and supervises some support staff engaged in public and technical services activities. Reports to the Head of the Life Sciences Library. Status and Benefits: faculty status and responsibilities. Twelve-month appointment with annual vacation of 22 working days. Flexible benefits programs with open enrollments annually. Group life, medical, and disability insurance programs are in effect as are TIAA/CREF retirement and Social Security coverage. Salary: \$30,000 and up depending upon qualifications. Application Process: Please send statement of interest, resume, and list of references to: Thomas L. Haworth,

Personnel Office, **Purdue University**, 1530 Stewart Center, West Lafayette, IN 47907-1530. Review of applications will commence July 24, 1992, and continue until position is filled. An equal opportunity, affirmative action employer.

CATALOGER/ARCHIVIST. Under the direction of the Systems Manager, the new appointee will work with the cataloging staff handling copy and original cataloging of materials in the general collection, in the major hospital affiliate's collection, and archives. Knowledge of NLM/MeSH, LC/LCSH, and AACR2. Experience with a major bibliographic utility (preferably OCLC) and an automated system including an OPAC. Some archival experience preferred. Reference desk time required. The Library, along with Montefiore Medical Center's Library, utilizes the Library Information System (LIS) developed by Daighren Memorial Library at Georgetown Uni-

Salary guide

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

Art Collection Manager

The Schomburg Center for Research in Black Culture of the New York Public Library has an exceptional opportunity for an Art Collections Manager. Will be responsible for the organization, management and development of the Center's Art and Artifacts Division. Duties will include processing, cataloging and managing our collections of African American and African paintings, prints, sculpture and artifacts and providing public access to them.

Qualified candidates must have advanced training in African American and/or African Art History of Museology. MLS from an ALA accredited Library School or a Master's degree in Fine Arts, Art History or Museum Studies is highly desirable. Minimum of four years experience organizing and managing fine art, artifact, sculpture, and poster collections in a research library or museum required. Knowledge of cataloging in an on-line environment desirable.

We offer a competitive starting salary plus excellent benefits. For prompt consideration please send resume in confidence to:

Human Resources Dept. DC-2

Candidates selected for consideration will be contacted for an interview
An Equal Opportunity Employer M/F



The New York Public Library
8 West 40th St., 2nd Floor
New York, NY 10018

Connecticut	\$28,900
Delaware	\$22,500+
Illinois	\$26,200#
Indiana	varies*
Iowa	\$21,588
Kansas	\$17,500*
Louisiana	\$22,000
Maine	varies*
Massachusetts	\$27,554*
New Jersey	\$24,200
New York	varies*
North Carolina	\$22,491
Ohio	\$20,024
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

PUBLIC SERVICES COLLECTION DEVELOPMENT LIBRARIAN

The George Washington University The Gelman Library

The George Washington University announces a search for Public Services/Collection Development Librarian.

Appointment Salary Minimum: \$24,000. Library Assignment: Special Collections Department. Position Description: provide leadership for departmental public service operations and coordinate collection development activities for the department's printed collections. As public services librarian, provide specialized research support and coordinate reference and information services. Opportunity to promote access and provide user education for collections documenting the local history of the nation's capital and other specialized subjects. Administer and develop public service guidelines, procedures, and policies in a department which includes a manuscript librarian, university archivist, records manager, four classified staff, and several student assistants. Develop bibliographies, finding aids and other documents which enhance user services and promote collections access. Plan for and execute exhibitions of printed materials as a part of the overall exhibition program of the department. In addition to the responsibilities in the department, all librarians at the Gelman Library serve as subject specialists for particular areas, depending on academic background and experience, by serving as liaison to academic departments, providing consultation services, and assuming collection development activities. This position reports to the Head of Special Collections.

Qualifications Required: ALA-accredited MLS. Excellent communications skills, including the ability to work well with library researchers, donors, staff, and faculty. Preferred: public service experience, including supervisory responsibility. Experience or course work in online library systems and databases. Academic background in social sciences. Reading knowledge of foreign language(s).

Deadline for application: for full consideration please respond by **September 15, 1992**. Please send current resume and names of three references to:

Andrea Stewart
Executive Associate
The Melvin Gelman Library
The George Washington University
2130 H Street, NW-Room 201
Washington, DC 20052

The George Washington University is an equal opportunity, affirmative action employer which actively seeks and encourages applications from minority candidates.

versity. The cataloging department has 1 FTE professional and 1.5 FTE support staff. Requirements: Master's degree from an ALA-accredited program or equivalent. 1-2 years' experience, preferably in an academic or health science library. We seek an individual who can function in a team setting and/or independently as required. The D. Samuel Gottesman Library of the Albert Einstein College of Medicine supports the programs of the Medical School, the Sue Golding Graduate Division, and the Ferkauf Graduate School of Psychology. The library functions in a dynamic research environment with a diverse user population. The college of Medicine is located in a residential area of the Bronx, easily accessible by public transportation and by major highways from the five boroughs, and the New York/New Jersey/Connecticut suburbs. Parking is available. Salary from \$27,000. Faculty status, 22 days vacation, excellent benefits. Send resume and three references to: Judie Malamud, Director, **Albert Einstein College of Medicine**, Jack and Pearl Resnick Campus, D. Samuel Gottesman Library, 1300 Morris Park Ave., Bronx, NY 10461. Applications received by August 14, 1992, will be given first consideration. An equal opportunity employer.

COORDINATOR OF REFERENCE SERVICES AND ASSISTANT ASSOCIATE PROFESSOR. Responsible for coordination of Reference Desk and other reference services; participation in Reference Desk service, bibliographic instruction, library guide preparation, online database searching, reference collection development, and liaison with academic departments. Requirements: ALA-accredited MLS; second master's or other advanced degree in a subject discipline related to the programs of the University; minimum four years, professional experience in reference, library instruction, and database searching; demonstrated successful supervisory/managerial and leadership experience. Starting date: fall semester 1992. Starting salary: \$29,905-\$40,076 for academic year, \$38,887-\$52,099 for academic year and summer. Salary increases February 1993. Liberal fringe benefits. Submit letter of application, curriculum vitae, and names, addresses, and telephone numbers of three professional references to: Charles L. Lumpkins, Chairperson, Search and Screen Committee, Harvey A. Andruss Library, **Bloomsburg University**, Bloomsburg, PA, 17815. Applications will be reviewed beginning July 27, 1992, and continue until position is filled. Bloomsburg University is an affirmative action, equal opportunity

TWO POSITIONS

Virginia Commonwealth University

VCU is a publicly-supported urban, research university in Richmond, Virginia, serving 20,000 students on the academic campus and the Medical College of Virginia. The library uses NOTIS, Faxon SC-10 for 13,000 active serials, and OCLC. The library has 1 million volumes with a \$3.8 million materials budget.

Both positions require ALA-accredited MLS. Strong service orientation; excellent oral and written communication skills; positive interpersonal relations; initiative and creativity; ability to meet requirements for faculty advancement, including professional service and publication, are preferred.

Head, Acquisition Services Department. Provides dynamic and innovative leadership for 1 librarian and 20 classified staff. Administers pre-order searching, ordering, receiving, and claiming for all library materials on academic and medical campuses, and manages access to current periodicals and microforms at two service desks. Prefer successful managerial and supervisory experience; substantial experience with acquisitions, serials control, and publishing; awareness of trends in electronic publishing; experience with an automated acquisitions system. \$33,000 minimum.

Catalog Librarian. Catalogs monographs, serials, and special format materials. Coordinates authority work, searching, and backlog control. Supervises two clerks and students for OCLC searching and production. Helps train and revise work of library assistants. Prefer experience with OCLC, AACR2, LCSH, MeSH, LC classification, and NOTIS; foreign language; background in sciences. \$25,000 minimum.

Review of applications will begin August 15, 1992, and continue until position is filled. Submit resume and the names and phone numbers for three current references to:

John Duke
University Library Services
Virginia Commonwealth University
VCU Box 2033
Richmond, VA 23284-2033

Complete job descriptions and qualifications available upon request. Virginia Commonwealth University is an equal opportunity, affirmative action employer. Minorities and women are encouraged to apply. Experience working in a culturally diverse environment highly preferred.

employer. Blacks, Hispanics, women, and all other protected class members are especially encouraged to apply.

DIRECTOR OF LIBRARIES. The State University of New York at Geneseo is a state-assisted, 5,300 student, predominantly undergraduate residential college located in the village of Geneseo 28 miles south of Rochester. The College is extremely selective, with SAT scores averaging 1161 (ACT, 27) and freshman-to-sophomore retention exceeding ninety percent. Undergraduate teaching is the College's central and consuming mission, but all faculty are expected to maintain active programs of scholarship. Mine and Fraser libraries, with an annual budget of \$1.6 million, hold nearly 500,000 volumes, including 3,179 current serials; both libraries offer access to online database searches. Services are provided by the Director, fourteen librarians, and sixteen support staff. A major automation program, using MultiLIS, is nearly complete. Both libraries enjoy reputations for outstanding service to the College community. The Director of Libraries is responsible for all aspects of library operations including, with the approval of the Provost, the allocation of departmental acquisitions budgets. The successful candidate will hold a master's degree in library science with additional subject master's or doctorate desirable, and will combine recent experience in progressively more responsible positions in academic libraries with vigorous, collegial leadership and effective communication for the libraries and the broader academic community. Geneseo seeks candidates who can demonstrate expertise in information technology, staff development,

and external funding opportunities. Salary range not yet set but will certainly exceed \$55,000 and the preferred starting date is January, 1993. Geneseo actively seeks diversity among its students, faculty, staff, and administration, and welcomes applications from members of historically underrepresented groups. Nominations and applications (the latter including a letter of interest, vitae, and a list of three references) should be submitted by August 15 to: Secretary to the Director of Libraries Search Committee, Office of the Dean of the College, State University of New York at Geneseo, 1 College Circle, Geneseo, NY 14454. Geneseo is an affirmative action employer. Women and minorities are encouraged to apply.

EDUCATION LIBRARIAN. Full-time, probationary tenure-track assistant professor position responsible for collections and services provided by the Educational Resource Center of Memorial Library. Coordinates the work of the librarians who develop and service ERC collections of films, videos, nonprint materials, and juvenile books. Develops ERC collections of textbooks and educational software to support K-12 education and supervises library technical staff responsible for electronic repair, equipment circulation, audio and video production, film rental operations, and student worker training and supervision. Serves as collection developer and liaison to the departments in the College of Education. Applicants must demonstrate the following qualifications: master's degree from an ALA-accredited library program, minimum of four years academic library experience, supervisory experience, undergraduate or graduate

TWO POSITIONS

The Gelman Library The George Washington University, Virginia Campus

Two Librarian Positions: 1 full-time, twelve-month appointment. 1 half-time, ten-month appointment.

Appointment Salary Minimum: \$26,000 for full-time, twelve-month position, \$10,800 for half-time ten-month position. Library Assignment: Virginia Campus of Gelman Library.

The graduate campus and library, located near Leesburg, Virginia, opened in September 1991. The library operates in a corporate model with minimal on-site collections, offering in-depth research assistance, including free online searching and document delivery from both Gelman Library and elsewhere. Maintaining effective working relationships with and research services for faculty and students in this largely non-traditional academic setting is the highest priority. Academic programs on the campus include: Executive Master of Business Administration; Executive Leadership in Human Resources Development Doctoral Program; Executive Master in Information Systems; and master's and doctoral programs in electrical engineering, computer science, mechanical engineering, engineering management, and operations research. Additional program offerings and research areas are expected at the campus over the next year.

Positions Descriptions: both librarians serve as subject specialists for Virginia Campus programs, including collection development and management, faculty and student liaison, and ensuring service delivery. Virginia Campus Librarians provide service on evenings and weekends as needed to support programs of the Virginia Campus.

Full-time Librarian: Maintains active liaison with academic departments and programs at Virginia Campus; plans, implements, and evaluates information services needs of faculty and students in these programs in consultation with librarians on the university's campus at Foggy Bottom; establishes programmatic priorities, identifies appropriate modalities for information and document delivery; provides reference assistance, user education, and online computer searches; supervises part-time librarian and classified staff supervisor at Virginia Campus; serves as the liaison for corporate relationships and clients. Spends approximately one day per week on the Foggy Bottom campus. Reports to University Librarian.

Part-time librarian provides reference assistance, user education, and online computer searches. Reports to full-time Virginia Campus librarian.

Qualifications required for both positions: MLS from an ALA-accredited program. Ability to work effectively with the public and co-workers. Experience or coursework with reference service and database searching.

For full-time positions: A minimum of three years of experience in an academic or special library, including online searching of commercial databases, and in-depth reference assistance to faculty members, research staff, or graduate students. Demonstrated leadership skills in working with faculty and professional staff. Demonstrated commitment to operating as a team player with a collaborative management style. Qualifications preferred: subject background in relevant areas of Engineering (for part-time position) or Business (for full-time position); experience in teaching end-user searching of automated systems; familiarity with alternative modes of information delivery; experience with collection development. For full-time positions, management or supervisory experience. Positions Available: September, 1992.

Deadline for application: for full consideration, please respond by July 15, 1992. The search will remain open until the positions are filled. Please send current resume and names, addresses, and telephone numbers of three references to:

**Andrea Stewart
Executive Associate
The Melvin Gelman Library
The George Washington University
2130 H Street, NW -- Room 201
Washington, DC 20052**

The George Washington University is an equal opportunity, affirmative action employer which actively seeks and encourages applications from minority candidates.

LIBRARIAN, RARE BOOK AND MANUSCRIPT LIBRARY

Columbia University Libraries

The Librarian is responsible for leading one of the world's preeminent collections of rare books and manuscripts. Located in the nation's publishing center, the Rare Book and Manuscript Library contains over 500,000 rare books and 26 million manuscripts in separate rare book and manuscript departments.

The Rare Book Department has significant holdings in all subject areas except law, architecture, health sciences, and East Asian languages. The collections are particularly strong in English and American literature and history, Greek and Latin classical authors, sources of education, mathematics and astronomy, economics and banking, history of theater, photography, history of printing, and New York City politics. Medieval, Renaissance, and Near and Middle Eastern manuscripts are also housed in the Rare Book Department, along with cuneiform tablets, epigraphical specimens, papyri, paintings, drawings, maps, posters, portraits, and mathematical instruments.

The Manuscript Department is the University's major repository for the extensive collections of original papers, letters, manuscripts and documents; the holdings include resources in nearly all subjects and academic disciplines, especially English and American history and literature, American publishers and literary agents, business and banking, librarianship, international affairs organizations, social work, oral history, and Russian and East European history and culture. The Library also administers the Herbert H. Lehman Collection and suite, concerned with New York state government and U.N. Relief and Rehabilitation Administration materials.

The Librarian is directly responsible for fund-raising, a robust acquisition-through-gifts program, and liaison with the faculty; and oversees all collection development preservation, exhibition, pre-cataloging, technical processing, manuscript processing, and publications programs. The Librarian also works closely with the Columbia University Libraries Friends Group. Reporting to the Resources and Special Collections Groups Director, the Librarian frequently serves in the role of deputy director.

Qualifications include: successful experience leading a special collections library or a comparable institution; interest and success in fundraising; knowledge of rare books and manuscripts; the ability to work harmoniously with colleagues throughout the library system; the capacity to build support for the advanced research and curricular needs of the University; and an accredited MLS, or advanced degree in an appropriate subject area.

Salary from a minimum of \$50,000. Excellent benefits include assistance with University housing and tuition exemption for self and family.

The Search Committee will begin screening applications on September 1, 1992, continuing until the position is filled. To apply, send letter of interest, resume, and names, addresses and phone numbers of three references familiar with your professional work, to:

**Kathleen M. Wiltshire
Director of Personnel
Box 35 Butler Library
535 West 114th Street
New York, NY 10027**

An affirmative action, equal opportunity employer.

HEAD OF TECHNICAL SERVICES

University of North Texas

The Head of Technical Services, a newly created position, has administrative responsibility for the cataloging, acquisitions, serials, and binding operations for the UNT Libraries. The Head will be responsible for the consolidation of two existing departments into a single unit. Current staffing consists of twelve librarians, seventeen classified staff, and 5 FTE student assistants. Duties include providing leadership in all aspects of technical services, planning for the relocation of the unit, program review and implementation, evaluation of personnel, and analysis of costs and efficiency of all technical operations. The Head works closely with other unit heads and the administration in establishing and carrying out the Libraries' institutional mission.

The required qualifications for the position include an ALA-accredited MLS or MIS, six or more years of professional experience at least three of which as head of a technical services unit; thorough understanding of all technical services activities; verbal and written communication skills; strong organizational and supervisory skills; experience with automated library systems; knowledge of current developments in libraries and higher education; and a commitment to the virtual library concept. Desired qualifications include additional advanced degrees; knowledge of foreign languages; record of publications and involvement in professional associations.

Appointment will be at the rank of Librarian III or IV with a minimum salary of \$40,000. Competitive benefits package; choice of state or optional retirement plans; no state income tax.

The University of North Texas is a state-assisted, comprehensive, doctoral-granting institution located in the Dallas/Fort Worth metroplex. UNT, with a student enrollment of over 27,000, is the fourth largest university in the state. The Libraries have total collections of over 1.5 million volumes, a full-time staff of 112, and an operating budget over five million.

Applicants should submit a letter of interest, vitae, and the names, addresses, and telephone numbers of at least three professional references. Send documentation to:

**B. Donald Grose
Director of Libraries
University of North Texas
P.O. Box 5188
Denton, TX 76203**

Screening of applicants will begin on July 15, 1992, but applications will be accepted until the position is filled. UNT is an equal opportunity and affirmative action employer and encourages the applications of women and minorities.

major or minor in some field of education, and good oral and written communication skills. Preference will be given to those applicants demonstrating the following: worked in a comparable educational materials center; taught in an elementary or secondary school; earned a second master's degree in education; completed course work in educational technology; supervised technical and/or clerical employees; and provided professional library service in reference, bibliographic instruction, and/or collection development. Salary base for 168 duty days is between \$30,975 and \$35,857 depending upon experience. Additional compensation will be paid if more duty days are available. Completion of a second subject master's degree is a requirement for tenure in this position. Applications are encouraged from women, minorities, and all protected classes. Memorial Library is home to MSUS/PALS, an IOLS containing over 3.5 million records and numerous online reference databases, now serving 54 public and private academic libraries and state agency libraries in Minnesota and North Dakota. Applications must be postmarked by September 25, 1992. Appointment will be made no later than January 3, 1993. Apply to: Thomas M. Peischl, Dean of the Library, **Mankato State University**, MSU Box 19 - P.O. Box 8400, Mankato, MN 56002-8400.

HEAD, CATALOGING DEPARTMENT. The University of Akron is the third largest state-assisted university in Ohio. It offers its 28,000 day and evening students more than 230 associate, bachelor, and master degree programs, and 14 doctoral degree programs. Akron, Cleveland's next-door neighbor, has all the advantages of a big city, with a small city cost of living. This Midwestern city hosts the Ohio Ballet, Blossom Music Center, E. J. Thomas Performing Arts Hall, a National Recreational Area, beautiful parks and lakes, and nearby professional sports. The University Libraries is seeking a department head to effectively set priorities and direct its Cataloging Department. Reporting directly to the Dean of University Libraries, the successful candidate will supervise five librarians and five support staff and be responsible for coordinating the original cataloging, copy cataloging, and pre-order searching of all library materials; maintaining the library's catalog and related files; and participating in the governance of the library. The University Libraries will soon migrate to OhioLINK, a network of Ohio academic libraries that utilizes INNOPAC software. This position is a twelve-month, tenure-track appointment with rank dependent upon qualifications and experience. It includes 22 days vacation, standard benefits package, and a starting salary of \$36,000.

HEAD, GOVERNMENT PUBLICATIONS AND MICROFORMS SECTION

Rice University

Responsibilities: Under the general direction of the Director of the Department of Government Publications and Special Resources, the Head of the Section provides dynamic administrative and programmatic leadership for the section's government publications and microforms collections (over 2 million items). Duties include primary oversight of the day-to-day operations of the section, development and implementation of traditional and creative new programs for accessing government information in all formats; the provision of reference services, including bibliographic instruction; coordination of the section's technical services operations; identification of equipment needs; and planning for the growth of the collections. Works with the Department Director to train, supervise, and evaluate a staff of 5 (one of whom is a librarian) and to plan a variety of services and programs. May be involved in collection development activities depending upon area of subject expertise and interest.

The Department of Government Publications and Special Resources, of which the Government Publications and Microforms Section is a part, also administers the Center for Scholarship and Information and the campus Audio-Visual Service. Rice University is a federal depository library, receiving about 35% of the federal government's annual output, and a patent depository library. More than 200 CD-ROM's distributed through the depository program are housed and accessed here.

Qualifications: master's degree from an ALA-accredited library science program; 3 years professional library experience working with government publications, positive public services orientation; effective written and oral communication skills; commitment to reference and government publications librarianship; strong interpersonal and management skills; experience working with electronic information resources and searching electronic databases; and flexibility are required. Preferred qualifications include familiarity with microforms, maps, or patents.

Minimum Salary: \$28,000 minimum.

Closing Dates: The position will remain open until filled; applications received by August 1, 1992, will receive priority consideration.

Letters of application, a current resume, and the names, addresses, and phone numbers of three references should be sent to:

**Ferne Hyman
Assistant University Librarian for Special Services
Rice University
Fondren Library
P.O. Box 1892
Houston, TX 77251-1892**

per year. **Qualifications:** Applicants must possess an ALA-accredited MLS and should have five years of technical services experience in academic or research libraries, including experience in supervision and cataloging; proven expertise with OCLC or other major bibliographic utilities, MARC formats and local automated systems; a thorough knowledge of AACR2, LC classification and authority control; and excellent communication skills. Send letter of intent, resume, and the addresses and phone numbers of three professional references to: Delmus Williams, Dean, University Libraries, **The University of Akron**, Akron, OH 44325-1701. Review of applications will begin June 1992 and continue until the position is filled. The University of Akron is an equal education and employment institution.

HEAD OF COLLECTION MANAGEMENT. Reports to the Associate Dean for Library Services. Administers the collection development policies and programs. Responsibilities include coordinating selec-

tion and deselection activities of 11 selectors, reviewing collections, allocating a \$1.5 million materials budget, monitoring expenditures, conducting collection evaluation programs, developing policies, and assuming direct collection development responsibilities in areas of expertise. Represents the Library in state, regional, and national arenas and in cooperative collection development activities. Participates in librarywide management and planning as a member of the Executive Council. **Required Qualifications:** ALA-accredited MLS; three years academic library experience involving collection development; thorough knowledge of collection management practices and trends; ability to communicate and work effectively with library faculty, staff, and university community and must be able to function in a highly automated environment. **Desired Qualifications:** additional graduate degree; experience in management, training, fund raising, grant writing, and budgeting, and knowledge of publishing and book trade, higher education, and the application of automated data analysis techniques. Starting salary \$32,000-\$38,000 for twelve

LIBRARY DIRECTOR

Dudley Knox Library The Naval Postgraduate School

The Naval Postgraduate School invites applications for the position of Library Director. The ideal candidate will have an earned MLS degree from an ALA-accredited school or equivalent, progressive administrative experience in a university, government, or corporate environment, and a record of innovation and creativity in resolving problems. An additional advanced degree is desirable, although not a prerequisite. However, administrative experience in both traditional and computer-based library methodologies is essential. The person selected for this position must qualify for a security clearance up to and including the level of Secret. The salary is negotiable, based on education and experience.

Responsibilities of the Library Director include the management of a budget of approximately \$1,900,000, leadership of library staff, development of computational resources related to bibliographic and informational needs, and coordination of the library's role in support of the Naval Postgraduate School's academic and research requirements. The successful applicant will have the opportunity to guide the library through a transition to the increased use of high technology resources. The Director is a member of the faculty reporting to the Dean of Computer and Information Services.

The Dudley Knox library's collections include over 200,000 monographs and bound-volume journals, 825,000 classified and unclassified research reports in hard copy and microform, and 1700 journal subscriptions. Approximately 35 percent of the research reports are classified as Secret and Confidential. The library is converting to an online system for catalog, automated circulation, acquisitions, and serials control (NOTIS). The physical plant is undergoing an expansion which, upon completion in early 1993, will increase the total available square feet to 95,000. The library employs a staff of 37 employees.

The Naval Postgraduate School, a university accredited by the Western Association of Schools and Colleges, is dedicated to graduate level education and research. Degrees are awarded at the master's and doctorate levels. The School's 37 curricula include programs in science, engineering, operations research, and public policy. There are approximately 1800 students drawn primarily from the officer corps of the U.S. Navy. The student body is otherwise composed of officers from the other branches of the U.S. Armed Services and from allied nations, as well as Department of Defense civilians. Of the approximately 350 mostly civilian faculty members, 98 percent are Ph.D.'s.

Because the Naval Postgraduate School is a federal institution, applicants are required to submit an Office of Personnel Management (OPM) Standard Form 171. A curriculum vitae is also required. The new library Director will assume his/her responsibilities no later than July 1, 1993. The closing date for applications is September 1, 1992. Salary Minimum: \$30,000 with wide range depending upon experience and qualifications.

Send application and Form 171 to:

**Dean Barry Frew (Code 05)
Naval Postgraduate School
Monterey, CA 93943**

The Naval Postgraduate School is an equal opportunity, affirmative action employer committed to cultural diversity.
Women and minorities are encouraged to apply.

months depending on experience and qualifications. Tenure eligible. Choice of retirement plans and health insurance, 22 days vacation. Send letter of application, resume, and names, addresses, and phone numbers of three references by August 15, 1992, to: James C. Eller, Associate Dean for Library Services, **Wichita State University**, Wichita, KS 67260-0068. Non-citizens must report visa status. Finalists will be invited for an expense-paid interview. Wichita State is an urban institution with an enrollment of 17,000 and a commitment to improving the diversity of its faculty by actively seeking applications from a broad spectrum of individuals. AA/EOE.

HEAD OF REFERENCE, Loyola University of Chicago, Cudahy Library. The Cudahy Library seeks a creative leader in reference and information services to manage a department of 7 librarians, 35 support staff, 5 graduate assistants, and several student workers. Primary responsibilities include planning and developing effective methods of serving and educating users, management of reference and automated research and the development of the reference collection in a heavily used, highly automated environment. Service areas include reference desk, end user searching, database searching, library instruction, periodicals information, and government

Two New Positions Feinberg Library, SUNY-Plattsburgh

Reference Librarian: An innovative, dynamic person to share general duties as part of a six librarian reference department. Responsibilities include reference desk services, bibliographic instruction, database searching, collection development. Some weekend/evening hours. Reporting to the Head of Information & Instructional Services, position will have special responsibilities for electronic information resources and technologies, focusing on development and technical support of special programs to instruct faculty/students in the use of automated information systems through the campus network. The library, which has a large bibliographic instruction program, is creating an electronic search environment that will integrate its OPAC and CD-ROM systems with other national network resources. Qualifications: MLS from an ALA-accredited library school. Relevant reference experience, including knowledge about emerging electronic information technologies and their use in support of teaching and research, teaching experience, database searching skills, effective organizational, interpersonal, communication skills, technical competence with relevant hardware and software preferred. (Box A)

Access Services Librarian: A progressive, service-oriented librarian interested in expanding document delivery and interlibrary loan services to the academic community. Reporting to the Head of Access Services, position will have primary responsibility for an active, established ILL unit, and for developing/enhancing current awareness and document delivery services to faculty, staff, and students. Supervision of three support staff; participation in reference desk service, collection development and bibliographic instruction. Qualifications: MLS from an ALA-accredited school, excellent interpersonal and communication skills, knowledge of trends in electronic document delivery and resource sharing, interest and ability to use emerging technologies to expand/enhance current methods of delivering information to academic/community users. Experience in interlibrary loan, supervisory experience, familiarity with ILL subsystem of OCLC, knowledge of relevant microcomputer applications preferred. (Box B)

Salary for both positions is \$25,000 minimum. These are 12-month tenure-track positions with faculty rank and excellent benefits. We encourage applications from candidates who can serve as role models for women and minority students. SUNY-Plattsburgh is a comprehensive college of 6,000 students located in the city of Plattsburgh in northeastern New York State on the shore of Lake Champlain, one hour from Montreal, the Adirondacks, and Burlington, Vermont. Applications received by July 20, 1992 will receive first consideration. Send letter of application, current resume, and three current letters of reference to: **Chair, Search Committee, c/o Office of Personnel/Affirmative Action, State University of New York at Plattsburgh, Box 1749-101, Plattsburgh, NY 12901 (FAX: 518-564-5209).** SUNY is an equal opportunity, affirmative action employer.

Director of Collections

Libraries and Information Resources

Stanford University is seeking an experienced librarian with an academic research library background for the position of Director of Collections, effective **January 1, 1993**.

The Director of Collections is responsible for the development and management of the Stanford University Libraries' collections, including budget planning and allocation of the Libraries Materials Budget, and for coordination of the Collection Development Program. The domain includes the development of policies and procedures leading to the effective implementation of agreed-upon goals and objectives.

In addition, this position has primary responsibility for fundraising efforts in support of the Collection Development Program and a leading role in Libraries and Information Resources' fundraising activities.

This position reports to the Vice President for Libraries and Information Resources.

The successful candidate will be able to demonstrate a *sound grasp* of issues and trends in higher education, and an understanding of the library's role in support of undergraduate instruction and of research. S/he will have the management, planning and professional skills necessary to sustain the quality of the current collections, to develop innovative library collections programs, and to join with the other Libraries and Information Resources Directors in building a culturally diverse staff.

Qualifications: Proven leadership ability in an academic research library, including responsibility for library collection development. Significant experience in the areas of donor relations and fundraising. A candidate should hold a combination of education and experience which demonstrates conceptual, analytical and communications skills required to manage a complex function. Graduate level training, preferably a Ph.D., and recognized through evidence of scholarship (i.e., publications in a field of expertise); evidence of significant participation in and contributions to professional organizations and/or professional literature; demonstrated ability to lead and effectively manage professional staff, as well as experience in the area of financial management for developing and managing library materials budgets and projects or program budgets; demonstrated ability to work effectively both independently and in partnership with others in the organization.

A letter of application, resume, and the names, addresses, and telephone numbers of three references should be submitted by **September 15, 1992** to: **Mavis Sare, Human Resources Administrator, 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 disabled individuals.

STANFORD UNIVERSITY



documents. Participates with other public services department heads in planning information services for the library system. Reports to the Assistant University Librarian for Public Services. Requires an ALA-accredited MLS; at least five years experience, including substantive supervisory experience, in academic libraries; demonstrated skill in providing a full range of reference services including familiarity with automated research; experience with reference collection development. 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 \$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**

DIRECTOR

The Rosenbach Museum and Library

The Trustees of the Rosenbach Museum and Library, 2010 DeLancey Place, Philadelphia, PA, invite nominations and applications for the position of Director. The position calls for a dynamic, creative person who is professionally familiar with rare books and manuscripts, and with the institutions that preserve, study, and exhibit them. Candidates should have advanced training or experience in a field relevant to the Rosenbach's collections. The Director is responsible for the raising of funds in the corporate, public, and private sectors, as well as for developing plans and policies, and administering the institution.

The Rosenbach Museum and Library consists of approximately 30,000 printed volumes and over 270,000 manuscripts. Its setting is a town house which, as a national historic landmark faithfully preserves the ambiance created by the Rosenbach brothers, including a significant collection of decorative arts. The institution has a staff of eight, as well as many volunteers in an active docent program. To supplement endowment income, the Rosenbach pursues a vigorous and successful policy of seeking support. The Museum and Library is internationally recognized for the quality of its collections and exhibitions, and for its unique and historic environment. Minimum salary \$40,000. Salary and benefits are competitive commensurate with experience. Starting date: as soon as practicable. Nominations and applications, including resumes, should be sent by July 31 to:

David H. Wice, Chairman
Search Committee
The Rosenbach Museum and Library
1735 Market Street
37th Floor
Philadelphia, PA 19103-7598.

An equal opportunity employer.

University of Chicago, 6525 N. Sheridan Road, Chicago, IL 60626. Application deadline is July 30, 1992. Loyola University is an affirmative action, equal opportunity education/employer.

INFORMATION SERVICES LIBRARIAN. The University of South Florida Health Sciences Library seeks a self-motivated, service-oriented librarian with excellent communication and interpersonal skills for the position of Information Services Librarian. Responsibilities: general reference, online searching, and instructing patrons in the use of both manual and automated bibliographic tools. Required: ALA-accredited MLS; 2 years experience in a medical library; experience in reference work and searching Medlars databases. Desirable: experience in using CD+, BRS, Dialog, NOTIS. Experience with microcomputers. The USF HSC Library supports the teaching and research activities of the Colleges of Medicine, Nursing, and Public Health with a staff of 27 and a collection of 109,926 volumes with 1,581 journal titles. The Library is committed to providing an automated environment for both staff and patrons through the use of microcomputers and related technology. Salary: minimum \$23,000; Rank: Instructor Librarian; Deadline for receiving applications: August 20, 1992. Send application with 3 references to: Judy F. Johnston, Chair, Search Committee, **University of South Florida Health Sciences Library**, 12901 Bruce B. Downs Blvd, Tampa, Florida 33612-4799. The University of South Florida is an affirmative action, equal opportunity institution.

Assistant Director for Collection & Services

Search Extended

(Previous applicants need not re-apply)

The Schomburg Center for Research in Black Culture of The New York Public Library has an exceptional opportunity for an Assistant Director for Collections & Services. Will be responsible for the Center's collection development & management as well as public services policies and procedures. Will also serve as the coordinator for the implementation of the Library-wide collection development policy on African, African American and African Diasporan materials.

Qualified candidates should have an MLS from an ALA accredited Library School. Familiarity with and advanced graduate work in the field of African American, African or African Diasporan history or culture is highly desirable. Minimum of 5 years progressively responsible managerial experience in a research, university or public library environment required. Knowledge of current developments in librarianship and information technology required. Excellent communication, presentation, interpersonal and leadership skills are essential.

We offer a competitive starting salary plus excellent benefits. For prompt consideration please send resume in confidence to:

Human Resources Dept. DC-1
Candidates selected for consideration
will be contacted for an interview
An Equal Opportunity Employer M/F



**The New York
Public Library**
8 West 40th St., 2nd Floor
New York, NY 10018

SERIALS COORDINATOR LIBRARIAN

The George Washington University The Gelman Library

The George Washington University announces a search for Serials Coordinator Librarian. Appointment Salary Minimum: \$29,000 (includes administrative stipend). Responsibilities: The incumbent is responsible for serials record control within the Acquisitions Department, including management and supervision for the Serials, Periodicals, and Documents Units (16 FTE Staff and 25-30 part-time wage hour employees). Provides service liaison with Collections Management Department and Subject Specialists. The Serials Coordinator provides quality control of the automated serials database managed by NOTIS software within a consortium context. Participates in consortium planning and implementation of NOTIS enhancements.

The incumbent also serves as the Gelman Library Coordinator for the GPO select depository program providing materials processing, acquisitions of new selections, and public services liaison (supervision one FTE staff). As all librarians in the Gelman Library, the Serials Coordinator will serve as a Subject Specialist for selected academic discipline(s) and will serve on library committees. Serves on the Washington Research Library Consortium (WRLC) Acquisitions/Serials Advisory Committee. The Serials Coordinator provides assistance to the Head of Acquisitions, in general department leadership, staff development, and training. This position reports to the department head in a department consisting of 2 librarians and 30 FTE support staff.

Qualifications Required: ALA-accredited master's degree in library science; a minimum of 2 years serials acquisitions or serials bibliographic control experience; proven oral and written communication skills. Qualification Desirable: Familiarity with MARC and experience with OCLC serials/acquisitions automated systems; supervisory experience. Deadline: For full consideration please respond by September 15, 1992. The search will remain open until the position is filled. Send current resume and names of three references to:

Andrea W. Stewart
Executive Associate
The Melvin Gelman Library
The George Washington University
2130 H. Street, NW - Room 201
Washington, DC 20052

The George Washington University is an equal opportunity, affirmative action employer

PUBLIC SERVICES LIBRARIAN (Evening). Tenure-track position. The University of Scranton seeks a public services oriented librarian to join its Reference Staff. Responsibilities include participating in full range of Reference Services: staffing the Reference desk, online database searching, collection development, verifying ILL requests, and compiling subject bibliographies and guides; supervising library services and staff during evening and weekend hours; providing bibliographic instruction; and instructing users in the strategy and techniques of database searching. Qualifications: ALA-accredited MLS and library experience. Knowledge of Reference sources and techniques; database searching techniques; familiarity with end-user searching and CD-ROM databases. Strong supervisory, interpersonal, and oral/written skills. Business, science, or law library experience preferred. Second subject area Master's preferred. Twelve-month faculty appointment as instructor, tenure-track. Hours: Sunday-Thursday, 2-10 p.m. Salary: \$25,000. Position reports to the Assistant Director for Public Services/Collection Development. The University of Scranton is a comprehensive co-educational university in the Jesuit tradition with a strong commitment to the liberal arts and sciences. The Library will move into a new 80,000 sq. ft. building in June 1992. The new facility is equipped with state-of-the-art technology and is connected to a campus network. The search will remain open until the position is filled. Applications: Interested candidates should submit a letter of application, list of 3 references for contact, and current vita to:

Charles E. Kratz, Library Director, Harry & Jeanette Weinberg Memorial Library, University of Scranton, Scranton, PA 18510-4700. Review of applications will begin on July 6, 1992. The University of Scranton is an AA/EEO employer/educator.

REFERENCE LIBRARIAN. The University of Alabama seeks applications for the position of Reference Librarian to provide information/instructional assistance in the Main Reference Department; perform online database searches; participation in collection development activities; some evening and weekend reference duties. Qualifications: Required: An MLS from a program accredited by ALA (degree must be received by the close of the application period). Familiarity with all facets of reference service, strong commitment to public service, ability to work effectively with faculty, students, and library personnel at all levels; demonstrated organizational ability, initiative and flexibility, evidence of excellent verbal and written communication skills. Preferred: Familiarity with U.S. Government Documents, knowledge of national and trade bibliographies, second subject master's, knowledge of one or more foreign languages, experience searching CD-ROM and other electronic databases. Salary/Benefits, Rank and salary will be dependent upon qualifications: Instructor or Assistant Professor, minimum salary, \$21,500, twelve-month,



ASSOCIATE DEAN / TECHNICAL SERVICES

Louisiana
State
University
and A & M
College

Provides creative leadership in planning, developing and administering the technical services division of the LSU Libraries. Participates in overall library management and reports to the dean of libraries. The division is composed of 3 departments: acquisitions, cataloging, and serials. Represents the library to state, regional, and national library communities. Works closely with rest of Dean's Council (associate dean for public services, assistant to the dean for automation and systems, assistant dean for special collections, assistant dean for collection development, assistant to the dean for administrative services). This is a tenure-track, library faculty appointment; the successful candidate will be expected to meet library tenure and promotion requirements. Technical Services includes 56 FTE. LSU is a member of SOLINET, ASERL, and ARL. NOTIS is the integrated library system with cataloging, acquisitions, OPAC, and circulation implemented. LSU will be working with other universities in the state to network most universities in a statewide on-line catalog; initial funding has been designated.

REQUIRED QUALIFICATIONS: MLS from ALA-accredited program; minimum of 8 years post-MLS administrative experience in an academic/research library; demonstrated ability to plan for dynamic and creative uses of library resources; understanding of national standards in bibliographic controls; familiarity with trends in academic librarianship; experience with automated technologies; good analytical, creative, and organizational skills; ability to communicate and coordinate activities with other library divisions and departments; record of professional activities and publications.

PREFERRED QUALIFICATIONS: demonstrated knowledge and understanding of at least two of the following areas: acquisitions, cataloging, collection management, serials, systems; sensitivity to information needs in a university community; capacity to assume responsibility for wider administrative duties as requested; ability to view issues from a broad, library-wide perspective and to function collegially in a team environment.

Salary negotiable from \$50,000. Appointment at rank of assistant/associate librarian (assistant/associate professor).

Applications received by August 15, 1992 will receive preferred consideration; position open until filled. Applicant should submit a letter of application that details his/her philosophy of administration and of technical services, a complete resume, and the names, addresses, telephone and FAX numbers of 3-5 references to: Jennifer Cargill, Dean of Libraries, Louisiana State University, 295 Middleton Library, Baton Rouge, LA 70803-3300. LSU is an AA/EEO institution.

tenure-track position, strong benefits. Send letter of application, resume, and names and addresses of three references to: Voni B. Wyatt, Assistant to the Dean for Personnel, **The University of Alabama**, P.O. Box 870266, Tuscaloosa, AL 35487-0266. Post-marked by the application deadline of August 5, 1992. The University of Alabama is an equal opportunity, affirmative action employer.

REFERENCE LIBRARIAN. (Instructor of Assistant Professor depending upon qualifications). Delta State University seeks a librarian to provide high quality reference service in assisting students, faculty, staff and others in making effective use of library resources. To achieve this goal, the reference librarian must provide general reference; instructional and referral service; conduct library instruction through tours and specialized presentations; and assist users with searching MERLIN (GLS automated online system) and CD-ROM products. Each reference librarian also contributes to development of the reference collection through selection and weeding. Reference librarian will report to Coordinator of Library Services. Qualifications include MLS from an ALA-accredited program; working knowledge of basic reference courses; ability to instruct users effectively both individually and in the classroom setting; at least 2 years experience; effective oral and written communication skills; and an ability to establish and maintain effective working relationships. Desirable is experience with online database searching and Government Documents. Benefits include faculty rank and status as well as excellent fringe benefits. Salary range is \$20,000 - \$23,000 for twelve (12) month positions. Application information can be received by sending a letter of application, resume, names, and addresses of three professional references to: Myra Macon, Director of Library Services, W. B. Roberts Library, **Delta State University**, Cleveland, MS 38733. Position available July 1, 1992. EOE, M/F.

REFERENCE LIBRARIANS. Two positions anticipated (for 2/1/93), one in psychology and/or social sciences and one in humanities, preferably music. Will provide reference services, including bibliographic instruction, database searching, and collection development for graduate students, faculty, and researchers. Annual rotating responsibility for circulation, interlibrary loan, or reserves. Will

assist in supervision and training of student assistants. Some evenings and Saturdays. Qualifications: MLS from ALA-accredited library school; previous experience in public services of academic library; familiarity with OCLC, NOTIS, and on-line and CD-ROM databases; excellent interpersonal and supervisory skills. Additional master's degree required for appointment as Assistant Professor. Salary: Instructor \$30,501-36,766; Assistant Professor \$34,125-46,176. Send letter of application stating which position desired, plus resume and names and addresses of three references to: Susan T. Newman, Chief Librarian, Mina Rees Library, The Graduate School and University Center, **The City University of New York**, 33 West 42 Street, New York, NY 10036. Review of applications begins September 1, 1992. The City University of New York is an affirmative action, equal opportunity employer.

SPECIAL COLLECTIONS/REFERENCE LIBRARIAN. Washington and Lee University seeks an academic librarian with experience in special collections and reference to fill this dual-role position. Special collections responsibilities: manages and develops the university archives, manuscript, and rare books collections; processes and catalogs manuscript and archival materials; implements university records management plan in coordination with the Administrative Computing Committee and Law School Archivist; provides reference service; prepares exhibits; supervises one full-time assistant and student workers. Reference responsibilities: provides reference service, teaches in the bibliographic instruction program, and selects materials for the collection in one or more subject areas. Qualifications: ALA-accredited MLS degree, academic library reference experience, and archival/ special collections experience required. Advanced degree in relevant field, teaching experience, excellent organization and planning skills highly desirable. Twelve-month faculty appointment, tenure-track with rank of Assistant Professor, salary competitive. Position reports to the University Librarian. Send letter of application, resume, and names of at least three references with phone numbers to: Barbara J. Brown, University Librarian, **Washington and Lee University**, Lexington, VA 24450. Equal opportunity employer. Review of applications will begin August 1, 1992, and continue until the position is filled.

RARE BOOK CATALOGER/BIBLIOGRAPHER

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Baltimore, Maryland

Unique opportunity for motivated individual. Well-established bookstore specializing in rare books and manuscripts seeks individual with background in American, English, and/or Continental bibliography. Knowledge of literary history, science, or western intellectual history highly desirable. Some computer and clerical skills required. Excellent verbal and written communication skills essential.

This position offers significant potential for advancement. Starting salary: \$30,000 minimum, commensurate with experience, commission bonus available.

Send cover letter, resume, and list of three references to:

The 19th Century Shop

1047 Hollins Street

Baltimore, MD 21223

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. . . Advertise your job openings
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Customer Services

NOTIS
SYSTEMS, INC.

LIBRARIAN

Library automation experience, including implementation of and/or support for automated library systems, bibliographic utilities, and/or other tools used for information access (I.E.: CD-ROM). NOTIS experience desirable.

Broad background in technical services, especially with serials and acquisitions. Public service experience a plus.

Teaching or formal training experience would make you a perfect applicant.

We are a fast moving, exciting place to be. Send resume to:

Yvonne Mug
Manager, Human Resources

NOTIS Systems, Inc.
1007 Church Street
Evanston, IL 60201

E.O. E.

Head Of The Social Work Library

This Library, with approximately 30,000 printed volumes and a staff of 5 FTE, provides a full range of professional services to the School of Social Work. Its holdings and collection development goals complement the social science collections in O'Neill, the central research library on campus. The Head Librarian is responsible for overall management for the Social Work Library, participates in reference service delivery, works closely with the Dean and the faculty of the School of Social Work, and serves as a member of several major committees within the School. The position reports to the Senior Associate University Librarian and is an active participant in decision-making about overall University Library policies.

Requires an ALA-accredited MLS with at least 5 years' relevant experience in an academic or research library and a graduate background in social work and/or appropriate social science. Experience in management of staff and budgets, collection development and successful use of technology to enhance library services are required. Ability to contribute actively to the mission of the Graduate School of Social Work is essential. Evidence of continuing professional development and relevant contributions to librarianship are highly desirable. Salary from \$40,000+ depending on qualifications.

Boston College, a Jesuit University of 9,000 undergraduates and 5,500 graduate and professional students, is committed to the ideal of excellence and service to others. Benefits include 22 days' vacation, tuition remission and a wide range of insurance programs.

Applications received before September 1, 1992 will receive first consideration. To apply send 2 copies of both a resume and cover letter along with names and phone numbers of 3 reference to: **Richard Jefferson, Director of Employee Relations, Department of Human Resources, More Hall 315, Boston College, Chestnut Hill, MA 02167.** An Equal Opportunity/Affirmative Action Employer.

BOSTON COLLEGE

A Jesuit University

Late Job Listings

AUTOMATION/CATALOGING. Implement and manage library automation, integrated online systems, and cataloging operations. Major responsibilities include: Automation: Oversee the daily operations of DRA automated system on a VAX with VMS operating system and resolve system-related problems as liaison with automation vendor and Computer Center staff; assist in planning for future development, recommend automation policies and goals; oversee maintenance and integrity of bibliographic and authority records; generate reports from all modules of OPAC and circulation system. Cataloging: Manage cataloging operations; perform original and copy cataloging using AACR2R, LCSH, MARC formats, and LC classification schedules according to LC practice; train and supervise staff, develop department policies, procedures, and goals; maintain collection statistics. Other: In general, operate in conjunction with other librarians in all phases of library operations; assist in collection development in assigned subject areas, some evening supervisory responsibilities, and reference assistance. Qualifications: MLS from an ALA-accredited program; experience with automation, preferably with DRA and OPACS; cataloging experience with AACR2R, LCSH and LC classification, and OCLS PRISM. 10-month contract, faculty rank and status, Assistant Professor. Salary and benefits are competitive; range in mid-\$20s. Position begins January 1, 1993. Application deadline is September 5, 1992. Submit letter of application, resume, and names/addresses/phone numbers of three references to: Molly Spinney, Head Librarian, **Westminster College**, New Wilmington, PA 16172. Westminster College is an AA-EEO employer.

ASSISTANT DIRECTOR, MEDIA LIBRARY AND COMPUTER LAB, Wayne State University. Manages the Media Library and Library Information Literacy Program; responsible for Center for Bibliographic Instruction; develops programs for instructional technology, bibliographic instruction, and computer literacy; and markets Media Library and Library Information Literacy Programs. Master's degree from an ALA-accredited library school or in instructional technology; minimum of three years of professional managerial experience in an academic/research library. Salary: \$32,360-\$37,832 (based on education and experience). Forward resume including names and addresses of three references to: Posting #701, Personnel Office, **Wayne State University**, Detroit, MI 48202. Position will remain open until a suitable candidate is found. Wayne State University is an Equal Opportunity/Affirmative Action Employer.

HEAD OF TECHNICAL SERVICES, Esther Raushenbush Library, Sarah Lawrence College. Reporting to the Librarian, the incumbent has administrative responsibility for Cataloging, Acquisitions, and Serials. Other responsibilities include the maintenance of library databases and coordinating library automation projects, and developing policies and procedures for technical services. The technical services staff consists of 4.5 FTE. A small amount of reference will also be required. Qualifications: Required: MLS from an ALA-accredited library school; successful management experience in an automated technical services environment; familiarity with both Dewey and LC classification; working knowledge of standards/protocols for OCLC; proven interpersonal skills. Salary: from \$30,000. Excellent benefits and generous vacation. Application deadline: July 15, 1992. Position available: September 1, 1992, or earlier. Send resume, names of 3 professional references, and salary requirements to: Personnel Office, **Sarah Lawrence College**, Bronxville, NY 10708. Equal employment opportunity employer.

NETWORK SERVICES LIBRARIAN. Responsibilities: The University at Albany is seeking a librarian to provide leadership and training of Library staff, university faculty, and students in the use of electronic resources and databases available within the University Libraries and remotely through networks. The Librarian will work closely with reference librarians and bibliographers in both the University Library and Dewey Library, interactive Media Center staff, Library Systems Office, and Computing Center Academic Support Services in planning and implementing access to electronic resources throughout the campus. The librarian will also serve as a general reference librarian at the Reference Desk, including evening and weekend hours, participate in the formal bibliographic instruction program, and provide instruction in use of reference and CD-ROM materials. Reports to Head of Reference Services. Research, publication, and service to the Libraries and University are expected to satisfy criteria for continuing appointment and promotion. Qualifications: ALA-accredited MLS, MIS, or equivalent; knowledge of electronic networks and telecommunications; knowledge of reference sources and services; and good communications skills are required. Experience in reference services and experience in designing instructional programs are desirable. Salary: Commensurate with education and experience. Salary minimum \$26,000. To apply: Send letter of application, a current resume, and the names, and addresses of three references to: Christine M. Travis, Personnel Officer, University Libraries-UL 139, **University at Albany, State University of New York**, 1400 Washington Avenue, Albany NY 12222. Deadline: Review of letters of applications and resumes will begin August 20, 1992. The University at Albany, State University of New York is an equal opportunity, affirmative action employer. Applications from women, minority persons, handicapped persons, special disabled and Vietnam era veterans are especially welcome.

INFORMATION ACCESS COORDINATOR. Librarian. The Smithsonian Institution Libraries has a federal career opening for an Information Access Coordinator, GS-1410-11 or GS-1410-12 (\$32,423-\$50,516). Under the direction of the Department

Head, Central Research Services Department, provides innovative leadership in planning, developing, and coordinating the information access programs for the Smithsonian Institution Libraries to include: reference service, online searching, the CD-ROM Database Search Center, user instruction, information literacy, and facilitating the use of the various databases and networks available to the Institution. Qualifications: appropriate education, at least two years professional experience in an academic, research, or special library, including reference and online searching experience; demonstrated planning, organizing, and interpersonal skills. Preferred: experience with emerging information technology and its application to library services. Applicants must be U.S. Citizens. For full details please call (202) 287-3102 (our 24-Hour/Touchtone Activated/Automated Request Center), press 9, and request Vacancy Announcement #92-3054N and #92-3055 and full application package. Applications must be received by August 15th, 1992. **The Smithsonian Institution** is an equal opportunity employer.

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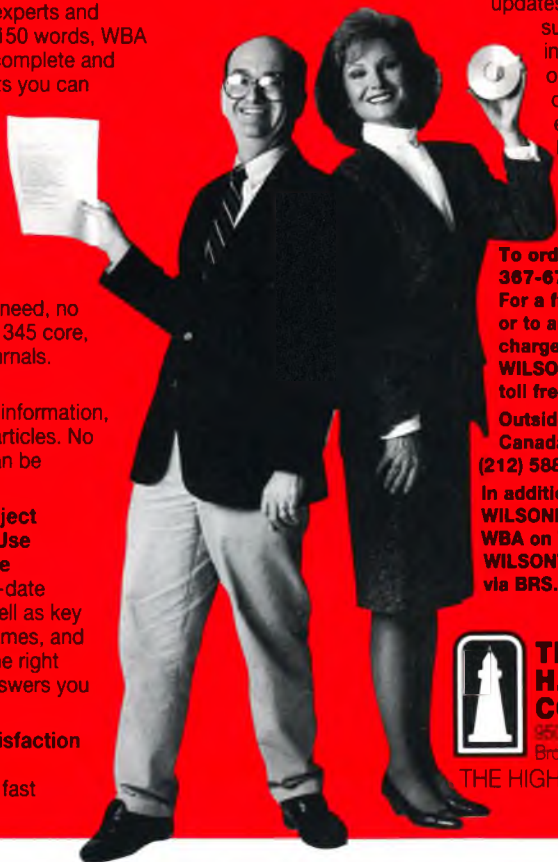
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