

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

Rates: Classified advertisements are \$8.75 per line for institutions that are ACRL members, \$10.75 for others. Late job notices are \$20.50 per line for institutions that are ACRL members, \$24.95 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$395 to \$745 based upon size. Please call for sizes and rates.

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

the terms faculty rank and status vary in meaning among institutions.

Internet: C&R News classified ads are accessible on the World Wide Web at <http://www.ala.org/acrl/c&rnews2.html>. Ads will be placed approximately 2-3 weeks before the printed edition of C&R News is published.

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

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.

BOOKS BOUGHT AND SOLD

USED SCI-TECH BOOKS PURCHASED. Physics, math, all engineering, electricity, and electronics, skilled trades, antiquarian tech. Sorry, no serials or life sciences. Quality older editions, duplicates, unneeded gifts, superseded titles always sought. Ex library OK. No quantities too great; will travel when appropriate. For more information please contact: Collier Brown or Kirsten Berg at **Powell's Technical Bookstore**, 33 NW Park Ave., Portland, OR 97209; phone: (800) 225-6911; fax: (503) 228-0505; e-mail to: kirsten@technical.powells.com.

POSITIONS OPEN

ACCESS AND TECHNICAL SUPPORT LIBRARIAN. Watson Library of Business and Economics. Columbia University Libraries. Columbia University seeks an access and technical support services librarian with access services and collection maintenance experience. Reporting to the Business Librarian, the Business Access Services and Technical Support Librarian will plan, monitor and evaluate access services and technical support operations consistent with system-wide policies and procedures and Social Sciences Division goals for user services. Services and operations include circulation, reserves, stacks maintenance, serials check-in, binding, and catalog maintenance. The librarian works closely with other access and technical support librarians in discussing policies and planning procedures. The incumbent oversees daily physical plant operations and security of the library, interprets access policies to users, and directs the work of 2.7 FTE library specialists (supervisors), 4.5 FTE support staff, and 10 FTE student assistants. Working as a member of the Business Library team, the Access and Technical Support Librarian will work with colleagues to plan and implement procedures and services for the library, which serves one of the nation's leading and largest graduate business programs. The Librarian will assist colleagues in providing library instruction programs and reference desk service. In addition to an ALA-accredited MLS, requirements are: knowledge of NOTIS or another library automation system; ability to work effectively with faculty, students, and administrators in a service-focused operation; excellent interpersonal and communications skills; working knowledge of at least one Western European language; and demonstrated talent for planning and managing in a complex academic environment. Professional experience in an academic library and successful experience supervising staff are highly desirable. Salary ranges are: Librarian I: \$37,500-\$46,875; Librarian II \$40,000-\$54,000; Librarian III: \$43,000-\$64,500. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send resume, listing names, addresses, and phone numbers of three references, to: Jane Hunt, Recruitment Manager, Box 18 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Applications received by November 13, 1998, will receive priority consideration. An affirmative action/equal opportunity employer.

CATALOGER FOR PRINTED BOOKS

New York University Libraries

Cataloger for Printed Books, 2-year Mellon Foundation-funded grant with possible extension. Based at the New-York Historical Society Library, an affiliate of NYU's Libraries, which encompasses 400,000 volumes, 7,000 l.f. of manuscripts, and 1,000,000 prints, photographs, and architectural drawings related to New York history and life.

Create full, minimal and collection-level cataloging records for the N-YHS Library's collections of printed books, pamphlets, and serials, using AACR2, LCSH, and LC Classification. Requires: ALA-accredited MLS; 2 years cataloging experience, including serials cataloging, familiarity with MARC format, and automated cataloging systems; flexible, creative approach to providing bibliographic control over a large and diverse collection. Knowledge of American history.

MINIMUM: \$34,000. Send resume and letter of application, including names, addresses, and telephone numbers of three references, by October 31, 1998, to:

Janet Koztowski
New York University Libraries
70 Washington Square South
New York, NY 10012

NYU encourages applications from women and members of minority groups.

DIRECTOR FOR LIBRARY USER SERVICES

Virginia Tech

The Director for User Services is responsible for the development, administration, and evaluation of the major public service units of the University Libraries. User Services at the Virginia Tech Libraries includes instructional and media services, an innovative College Librarian program with library faculty located in Virginia Tech's six Colleges, assistance desks for library users, and circulation/reserve/stack maintenance services. Staff includes 21 faculty and 35 classified positions. The current operating budget for the division, exclusive of continuing salaries, is \$700,000. We are looking for a division leader who is excited about academic libraries and who understands that, more than ever, library services and resources can make an important difference in how the university community participates in learning, teaching, and research.

The Director for Library User Services participates in the Library Advisory Council, and is expected to work as a team member in cross-unit initiatives. Reports to the Dean of Libraries. The position is a twelve-month faculty appointment.

QUALIFICATIONS: MLS degree from an ALA accredited institution; advanced degree preferred. Five or more years experience in academic library services including instruction and reference; three or more years of leadership and evaluation of staff and management of human resources. Strong organizational skills, excellent interpersonal abilities for working with staff and collaborating with other university departments; good technical skills including experience with development of web services; management skills including creative abilities to maximize budget and personnel allocations. Knowledge of current trends in user services. Finalists invited for interview must demonstrate communication skills and knowledge of public services through a presentation to library faculty and staff and other members of the university community.

BENEFITS: Choice of TIAA/CREF or State of Virginia retirement plan, state health insurance through Blue-Cross/Blue Shield, generous sick leave benefits, 24 days annual leave.

The Virginia Tech Libraries is known for leadership and innovation in using technologies to provide services to its community of users. It is the home of the Scholarly Communication Project which includes electronic journals and the nationally funded ETD (Electronic Theses and Dissertations) project, an electronic reserve system, and NetBasics, a collaborative service with other Information Systems units to introduce students to technologies and resources for learning. The Libraries is one of the founding members of VIVA, the Virtual Library of Virginia, a consortia to increase academic access to electronic resources and to support collaborative collection development activities. Additional information can be found about the University Libraries at www.lib.vt.edu.

Virginia Tech is the land-grant university for the Commonwealth of Virginia with approximately 23,000 undergraduates and 3,300 graduate students. The university is located in Blacksburg, home of Blacksburg Electronic Village, at the foothills of the Blue Ridge Mountains accessible to several major metropolitan areas.

Virginia Tech has a strong commitment to the principle of diversity and is an affirmative-action, equal-employment employer and encourages women, minorities, and persons with disabilities to apply.

APPLICATIONS: Send letters of application, resume, and names, addresses, and telephone numbers of at least three references to:

**Cathy Pillow
Personnel Services
University Libraries
Virginia Tech
P.O. Box 90001
Blacksburg, VA 24062-9001**

Individuals with disabilities desiring accommodations in the application process should notify Ms. Pillow. Review of applications will begin **October 30, 1998**, with the preferred appointment date spring 1999.

HARVARD BUSINESS SCHOOL



Director, Business Information Services Center

Reporting to the Executive Director of Baker Library, this position has leadership and management responsibility for the public service areas of Baker Library, including remote and in-person reference and information services, content support of Web-based information products, the Career Resources Center, and Access Services (document delivery, circulation/stacks maintenance, and copy services). Responsibilities include: policy development, planning, and budget; leadership in the integration of new technologies and services; identifying and creating Web-based business information products, serves as a member of the library's Management Team and Collection Development Policy Group. Leads a team of 8 librarians, 6 support staff, and 10-15 part-time staff. Qualifications: ALA-accredited MLS; experience in business or social sciences services and research; superior interpersonal skills; ability to provide leadership and set priorities; excellent planning, analytical, and communication skills; ability to work cooperatively with and coordinate the efforts of colleagues across departments; strong customer service orientation; creativity, and initiative; and a high degree of computer literacy, including experience developing Web-based information resources.

Please send cover letter to: Lauren Baccus, HBS, Soldier's Field, Boston, MA 02163.

Equal Opportunity Employer.

H A R V A R D

the Faculty Handbook. Qualifications: Required: MLS from an ALA-accredited library school; knowledge of AACR2, MARC formats, LC classification and subject headings; familiarity with automated cataloging systems; bibliographic knowledge of European languages. Desirable: Broad educational background; second master's degree; demonstrated professional or paraprofessional cataloging experience; evidence of research or creative achievement, NACO experience; familiarity with and interest in emerging standards for metadata (Dublin core, TEI, etc.). Search will remain open until filled. First screening date: November 15, 1998. Salary: \$34,000. Benefits: TIAA/CREF; State Retirement System; 33 days paid leave; short-term disability leave; university holidays; comprehensive medical protection; and group life insurance. University libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consists of a main library and six branches. The collection contains more than 2.5 million volumes, 16,000 periodical subscriptions, and the three outstanding special collections in history of science, western history, and business history. The libraries operates a computerized library system (NOTIS) including local holdings, subject databases, and network connects to other libraries. The University of Oklahoma Libraries is a NACO contributing library. Norman, Oklahoma is an attractive community close to a major metropolitan city. Employment: Libraries have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure. Applications: Send letter of application with resume, a list of publications, and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, OK 73019; (405) 325-2611. Oklahoma University is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual career couples.

CATALOGING LIBRARIAN. Washington State University, Pullman, Washington. Currently vacant. Specific responsibilities: Responsible for original monographic cataloging. Participate in review and upgrade of

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 *CJPA Administrative Compensation Survey*) when evaluating professional vacancies. For more information, contact the ALA Office for Library Personnel Resources.

| | |
|----------------|-----------|
| Connecticut | \$31,273 |
| Delaware | \$22,500+ |
| Illinois | \$27,400# |
| Indiana | varies* |
| Iowa | \$24,533 |
| Louisiana | \$22,000 |
| Maine | varies* |
| Massachusetts | \$27,554* |
| New Jersey | \$32,600 |
| New York | varies* |
| North Carolina | \$24,367+ |
| Ohio | \$25,198+ |
| Pennsylvania | \$26,400 |
| Rhode Island | \$29,800 |
| South Carolina | varies* |
| South Dakota | \$22,000 |
| Texas | \$28,000 |
| Vermont | \$26,464 |
| 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.

ASSISTANT PROFESSOR/SCIENCE & ENGINEERING LIBRARIAN. Tenure-track. Oklahoma State University. Responsibilities: Assists in providing reference service and user education programs; and performs collection management and faculty liaison activities for agriculture, nutrition sciences, and biochemistry. Qualifications: Required: ALA-accredited MLS. Effective reference skills; a record of providing excellent service; the ability to interact with the public in a friendly manner; excellent communication and organization skills; the ability to work well under pressure and to meet deadlines; familiarity with online public access catalogs, CD-ROM databases, and the Internet; and experience instructing library users with both print and electronic resources. Desired: Degree in agricultural or biological sciences; three years post-MLS experience providing STM reference services in an academic or large public library; experience using the Internet in providing reference service; library instruction experience; active participation in state or national professional organizations. Salary: \$31,500 for 11 months. Salary and academic rank dependent upon qualifications and prior experience. Deadline: Application review begins on November 2, 1998, and continues until position is filled. Application. Send cover letter, resume, and names and addresses of three professional references to: Jackie German, Administrative Officer, Edmon Low Library, Oklahoma State University, Stillwater, OK 74078-1071; phone: (405) 744-6324; e-mail: jlg4962@okway.okstate.edu. For more information see, OSU library Internet site at: <http://www.library.okstate.edu>. Equal opportunity/affirmative action employer.

CATALOGER (MONOGRAPHS AND ELECTRONIC RESOURCES). The University of Oklahoma, Library Faculty Vacancy. Duties: Under the direction of the Head of the Catalog Department, Cataloger (Monographs and Electronic Resources) uses OCLC and RLIN to perform general cataloger of books, university dissertations, theses, microforms and other formats such as internet resources and electronic information in a variety of subjects and languages. Keeps abreast on guidelines of emerging standards on metadata and other methods for control of electronic information; advises staff on new developments. Assists in developing plans and methods to provide appropriate access to electronic resources. Tasks include work with name, series, and subject authority control and other general assignments. This position is a tenure-track position and is governed by the University's policies for research or creative achievement and professional service as outlined by



University of Maine at Augusta Assistant Dean of Libraries (Search Extended)

The University of Maine at Augusta (UMA), which offers two- and four-year degrees to 2,500 FTE students on three campuses and statewide, seeks an Assistant Dean of Libraries. UMA is one of seven institutions of the University of Maine System and a nationally recognized leader in distance education.

The Library holds approximately 63,000 books and 520 periodicals and has a staff of 11 FTE. It is committed to maintaining and building a traditional collection and to the growth of its extensive electronic resources. Library staff work in a highly collaborative environment; they are encouraged to exercise initiative and independence in their specialties. UMA shares a sophisticated online catalog with the other libraries of the UMaine System and contributes to the development of the System's digital library.

The Assistant Dean oversees, manages and participates in the day-to-day operations of the library. S/he supervises circulation, technical services, A-V and the Information Desk; monitors budgets; coordinates the development and implementation of policies and procedures; and is involved in short- and long-term planning. S/he provides leadership in the development of electronic resources and technology and takes part in coordinating staff training. The Assistant Dean directs UMA's two-year library science program, which is offered in Maine and throughout the U.S. by video and the Internet.

Requirements: ALA accredited MLA or degree in a related field and five years professional experience (preferably in an academic library) including demonstrated success in leadership, management and supervision. Broad knowledge of academic library operations and library trends is required. Evidence of ability to work in a collaborative atmosphere which supports independent work. A commitment to a high level of service to users is essential. S/he must be able to advocate for the library and have good relationships within the University and with the larger community. Candidates should also have an interest in distance education, teaching and serving nontraditional students, as well as a willingness to take part in a full range of library activities.

Salary is in the mid to high thirties. An excellent benefits program is offered. Review of applications begins immediately and continues until the position is filled. Send a cover letter, which addresses your ability to meet the responsibilities and qualifications of the position; resume; and the names, titles and phone numbers of three professional references to Chair, Assistant Dean of the Libraries Search Committee, University of Maine at Augusta, 46 University Dr., Augusta, ME 04330.

Augusta, a city of 21,500, is the state capital. Located in rural central Maine, it is close to Maine's coast, ski areas, hiking, parks and the state's cultural centers.

UMA shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, handicap or veterans status in employment, education, and all other areas of the University. UMA provides reasonable accommodations to qualified individuals with disabilities upon request.

PUBLIC SERVICES LIBRARIAN Ashland University Library

Ashland University Library in Ashland, Ohio, seeks a public services librarian to join a five-member professional library management team consisting of the public services librarian, reference librarian, technical services librarian, automated systems librarian, and library director. Seeking public service librarian who desires additional managerial responsibilities. This service-oriented librarian will manage public service functions of the library, including reference, interlibrary loan, and circulation services; staff the reference desk along with other librarians; and participate in information literacy instruction and collection development. The library is assisted by a 6.5 FTE support team.

QUALIFICATIONS: MLS from ALA-accredited library school. Good written/oral communication skills, effective interpersonal skills and a commitment to a supportive teaching library environment required. Three to five years in an academic public services area providing reference services, bibliographic instruction and evidence of ability to facilitate professional and support staff duties strongly preferred.

12-month contract, non-tenure track, faculty appointment. Salary negotiable to upper 30s. Position available January 1, 1999. Please send letter of application, resume, and three references to:

Bill Weiss
Library Director
Ashland University Library
Ashland, OH 44805

Review of applications begins **October 19, 1998**, and continues until position is filled.

ENVIRONMENT: Ashland University is a comprehensive university located midway between Cleveland and Columbus. The University offers 80 undergraduate majors within the College of Arts and Sciences, the College of Business and Economics, and the College of Education. The University's total enrollment, which includes undergraduate, graduate, and professional programs in Ashland and 13 program centers throughout the state, is more than 5,600. Ashland University has 3,649 FTE students. The Library uses the Innovative Interfaces system and participates in OhioLINK. Additional information about Ashland University can be found at <http://www.ashland.edu>.

AA/EOE



TWO POSITIONS AVAILABLE The University of Central Florida

The University of Central Florida (UCF) is accepting applications for two professional positions. UCF is a metropolitan institution with an enrollment of 30,000 and is a member of the State University System (SUS) of Florida. The university offers degree programs in five colleges: Arts and Sciences, Business Administration, Education, Engineering, and Health and Public Affairs. UCF is located in East Central Florida, a region with a population of about 2 million. Known primarily for its tourist attractions such as Walt Disney World, Universal Studios, and Sea World, the area is one of the fastest growing regions in the nation. Gulf and Atlantic beaches are within easy driving distance from the main campus. The area also offers Broadway productions, pop and classical music headliners, art festivals, a Shakespeare Festival of UCF origin, and major professional sporting events. The 1,445-acre campus is located in the Orlando suburbs 13 miles northeast of downtown.

CATALOGER LIBRARIAN

GENERAL DESCRIPTION: The Cataloger Librarian reports to the Head of Cataloging, in a department with three professional librarians and six paraprofessionals; participates in a dynamic environment with a strong commitment to service and to national cooperative cataloging projects such as NACO.

RESPONSIBILITIES: Primary responsibilities include original and complex copy cataloging of print resources, assisting with planning and training, maintaining an awareness of national standards and local policies, serving as a resource person for the department, performing bibliographic maintenance and developing and maintaining authority files.

QUALIFICATIONS: Required: an ALA-accredited MLS, a minimum of two years post-MLS experience preferably in an academic or research library, or one year post-MLS experience with a strong paraprofessional cataloging background. Preferred: demonstrated experience with AACR2, LCCS, LCSH, MARC formats, a bibliographic utility, and an online automated system; knowledge of, and experience with, OCLC, DDC, NOTIS, and authority control; should possess strong interpersonal, communication, analytical, and organizational skills; flexibility; a commitment to learn and use emerging technologies; and a demonstrated ability to work independently and cooperatively in a team environment. Have a reading knowledge of one or more foreign languages and possess the potential for professional development and growth.

REFERENCE LIBRARIAN

GENERAL DESCRIPTION: Reference Librarians report to the Head of Reference in a department with seventeen professional librarians and three paraprofessionals.

RESPONSIBILITIES: Primary responsibilities include a full range of reference and bibliographic instruction duties in a fast-paced environment including numerous electronic reference sources, U.S. and Florida documents. May include collection development. Some evening/weekend hours required.

QUALIFICATIONS: Required: an ALA-accredited MLS by December 31, 1998. Knowledge of automated reference sources, ability to manage diverse assignments, strong desire to participate actively in dynamic instruction and outreach programs and strong commitment to public service and information literacy. Preferred: an understanding of the application of emerging technologies to reference service, experience in preparation of Web-based or print library instruction materials or tutorials, and a record of professional activities and/or publications. Finalists will be asked to present a brief bibliographic instruction demonstration during the on-campus interview.

THE LIBRARIES: The University Libraries include two libraries on the UCF campus in Orlando and several branch locations in the central Florida area. The University Library, housed in a facility of 200,000 square feet, has a collection of over 1.1 million volumes and is a partial depository for U.S. and Florida documents, and U.S. Patents. The library materials budget is \$4.7 million. A total staff of 95 includes 35 professional librarians. Through LUIS, the SUS' online system, access is provided to the Library's catalog as well as to the holdings of other SUS libraries. Access is also provided to numerous electronic full-text journals and databases. Education and training for effective use of information technology and resources is made available in a new state-of-the-art facility, where students have opportunities for immediate hands-on experience with presented techniques. For more information, visit the University of Central Florida Web site: <http://www.ucf.edu>.

SALARY AND RANK: Commensurate with experience and qualifications. These are full-time 12-month non-tenure track positions with generous benefits including health insurance and retirement options.

APPLICATION REQUIREMENTS: Submit a separate cover letter, resume, and the names, addresses, and telephone numbers of three professional references for each position, postmarked by **November 23, 1998**, to:

**Victor F. Owen, HR Coordinator
UCF Library; P.O. Box 162666
Orlando, FL 32816-2666**

Cover letter(s) should address specific qualifications and experience in the area(s) of specialization, as well as address all required and preferred criteria.

Searches conducted in accordance with the State of Florida Sunshine Regulations. UCF is an EO/AA employer.



HEALTH SCIENCES CATALOGER

University of Missouri-Columbia Libraries

The University of Missouri-Columbia Libraries is seeking qualified applicants for the position of Health Sciences Cataloger in the J. Otto Lottes Health Sciences Library (<http://www.hsc.missouri.edu/library>). Principal responsibilities include original cataloging and processing of all monographs, serials and other formats for the Health Sciences Library and the Veterinary Medical Library; supervision of support staff; and responsibility for the authority files, bibliographic records, and holdings in our online catalog (MERLIN). Some Information Desk duties may be required.

REQUIREMENTS: Master's degree from an ALA-accredited program with courses in health sciences librarianship. Prefer two years professional cataloging experience in a health sciences library. Experience with LC and NLM classifications and subject headings, OCLC, Innovative Interfaces, Inc., and computers is highly desirable. Experience with cataloging of foreign language materials is also desirable. Must be able to communicate effectively and to work well with staff and patrons.

MINIMUM SALARY: Librarian I: \$26,500; Librarian II: \$28,500 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

SETTING: MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.8+ million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the U.S. by *Money* magazine in recent years.

SCREENING BEGINS: November 16, 1998.

AVAILABLE: March 1, 1999. Send letter of application, resume, and the names and addresses of three references to:

**Julie Deters
Senior Secretary
104 Ellis Library
University of Missouri-Columbia
Columbia, MO 65201-5149**

MU is an equal opportunity and affirmative action employer and complies with the guidelines set forth in the Americans with Disabilities Act of 1990 (ADA). If you have special needs as addressed by ADA and need assistance with this or any portion of the application, notify us at the address above as soon as possible.

Reasonable efforts will be made to accommodate your special needs.

complex participant copy cataloging found on OCLC. Primary responsibility for cataloging science material and performance of authority control maintenance in the online catalog. Serve as a resource person/trainer for paraprofessional staff concerning cataloging and workflow issues. Aid in development and implementation of unit procedures and goals. Perform liaison function with Public Services to insure effectiveness of online integrated system. Qualifications: Required: ALA accredited MLS or its foreign equivalent. Minimum of three years cataloging experience including authority control, preferably in an academic library. Knowledge of AACR2R, MARC formats, Library of Congress classification system, and subject headings. Demonstrated knowledge of trends in cataloging and national standards for bibliographic control. Experience cataloging using a bibliographic utility, preferably OCLC. Experience with integrated library systems, preferably Innovative Interfaces, Inc. Working knowledge of at least one foreign language. Preferred: Degree in a science discipline or experience cataloging science materials. Strong communication and organization skills. Knowledge of Visual Basic or other programming language. Salary: From \$30,000 commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Other benefits: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Application review begins: November 16, 1998. Send letter of application, resume, and

names and complete mailing addresses and phone numbers of three references addressed to: Donna L. McCool, Associate Director for Administrative Services, **Washington State University Libraries**, P.O. Box 645610, Pullman, WA 99164-5610. WSU Libraries' home page is: <http://www.wsulibs.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

COORDINATOR OF REFERENCE SERVICE. This tenure-track position at Reed Library, SUNY College at Fredonia, is available for an experienced professional who will coordinate reference services in a collegial, team-oriented environment. Candidates should have vision, energy, competence with electronic resources, and excellent interpersonal and administrative skills. Duties include administering and providing reference services; collection development, with liaison to one or more academic departments; and some library instruction. Required: 5-8 years excellent performance in the reference services area of a comparable academic library. Evidence of leadership in group work where collaborative decision making was exercised. Master's degree in Library Science from an ALA-accredited graduate school. (Second master's in an academic discipline for appointment at the Associate Librarian rank.) Desired: Undergraduate and/or graduate work in the social sciences or the physical



REFERENCE LIBRARIANS— TWO POSITIONS

The University of Central Florida (UCF) Brevard Campus

The University of Central Florida (UCF) Brevard Campus, Cocoa, Florida, is accepting applications for two professional Reference Librarian positions. The UCF Brevard campus collection is located in the Brevard Community College/UCF Joint-Use Library in Cocoa through a partnership agreement with Brevard Community College. Books and periodical titles are accessible through LUIS, the State University online system, and the community college online catalog, LINCC. In addition, UCF faculty, students, and staff have access to a variety of databases and full-text of select publications through WebLUIS via the Internet or in CD-ROM format.

Cocoa, located in East Central Florida, is known as "The Space Coast" due to its close proximity to Cape Canaveral and Kennedy Space Center. In addition to watching shuttle launches, residents and tourists enjoy the beautiful beaches, terrific weather, recreational and cultural opportunities. Less than an hour's drive to Orlando and its attractions, Brevard County offers opportunities such as Broadway Road company shows, Metropolitan Opera presentations, the Brevard Symphony Orchestra, the Florida Space Coast Philharmonic, and numerous local theatre companies and museums. For more information visit the web sites: <http://www.ucf.edu> and <http://www.brevard.cc.fl.us/lrc>.

GENERAL DESCRIPTION: The UCF Brevard Reference Librarians report to the Campus Associate Director for Library and Administrative Services and work with seven professional librarians in a joint-use facility representing the University of Central Florida, Brevard Community College and the Florida Solar Energy Center.

RESPONSIBILITIES: Primary responsibilities include participation in a full range of reference and bibliographic instruction and collection development duties in a fast-paced partnership and branch campus environment with numerous electronic reference sources. Some evening/weekend hours may be required.

QUALIFICATIONS: Required: an ALA-accredited MLS by December 31, 1998. Desired: Knowledge of, and willingness to work with, automated reference sources, ability to manage diverse assignments, the desire to participate actively in a dynamic instruction program with experience in preparation of instructional materials or tutorials, and a commitment to public service and information literacy. Experience or understanding of branch campus and/or partnership environments and distance learning librarianship. Candidates should possess strong interpersonal communication skills, flexibility, and a commitment to learn and use emerging technologies. Finalists will be expected to present a brief bibliographic instruction demonstration during the on-campus interview.

SUBMISSION PROCEDURES: POSTMARKED DEADLINE: October 30, 1998.

RANK AND SALARY: Commensurate with experience and qualifications.

APPLICATION REQUIREMENTS: A cover letter, resume, and the names, addresses, and telephone numbers of three professional references must be submitted. The cover letter should address specific qualifications and experiences in the area of specialization, as well as address all required and desired criteria.

Send responses to:

Victor F. Owen
Library Human Resources Coordinator
University of Central Florida Library
P.O. Box 162666
Orlando, FL 32816-2666

*Searches are conducted in accordance with the State of Florida Sunshine Regulations.
UCF is an equal opportunity, affirmative action employer.*

ASSOCIATE DIRECTOR AND CHIEF LIBRARIAN, RESEARCH LIBRARY (REOPENED AND REDEFINED SEARCH)

The Getty Research Institute for the History of Art and The Humanities

The Getty Research Institute for the History of Art and the Humanities—an international research center with extensive research collections, a scholars program, and programs in publications, exhibitions, and other public activities—seeks nominations and applications for a Chief Librarian of its Research Library. The Chief Librarian, who holds the rank of Associate Director in the Research Institute, reports to the Director of the Research Institute and has primary responsibility for all aspects of the Research Library, including the following functions: collection development, reference, collection management, conservation, and technical services. As an Associate Director, the Chief Librarian serves as part of the senior management team—the Office of the Director—comprised of the Director and two other Associate Directors. The position assumes responsibility for the international and national presence of the Research Library, represents the Research Institute in professional associations, develops productive relationships with the directors of other research libraries, and represents the Director as designated.

The Research Library has a staff of 75 full-time employees and a current annual operating budget of \$3.6 million, as well as capital acquisitions funds. The five functional divisions of the Research Library are: Collection Development & Research; Collection Management; Research Services; Technical Services; and Special Collections & Visual Resources. Current holdings of the library include 800,000 volumes of books, serials, and auction catalogs; 2 million study photographs; extensive archival and documentary special materials; and a growing body of electronic resources. The Research Library serves an international research clientele, visiting and residential scholars, regional faculty and graduate students, artists and independent scholars, the interested public, and the operating programs of the Getty Trust, including the Getty Museum, the Getty Research Institute, the Getty Conservation Institute, the Getty Education Institute, the Getty Information Program, and the Getty Grant Program. The Getty Research Institute Web site address is: <http://www.getty.edu/gri>.

QUALIFICATIONS: Demonstrated ability to provide strong leadership, vision, and strategic direction to a complex organization; proven record of success in managing, motivating, and developing staff; knowledge of a broad range of issues involved with the integration of information technology; demonstrated understanding of the general library, special collections, and information resources necessary to support research and scholarship in areas of the visual arts and the humanities. Excellent communication skills; ability to work in a highly collaborative and integrated research environment and to participate in Research Institute and Getty Trust initiatives. Professional library degree and a record of professional achievement required. A record of scholarly research and an advanced degree in art history or a related field preferred.

AVAILABILITY: The review of applications will begin immediately and continue until a candidate is selected.

COMPENSATION: The Getty Trust offers a competitive salary and benefits program.

Interested parties are invited to submit a letter of application and resume to:

Morris & Berger
201 South Lake Avenue
Suite 700
Pasadena, CA 91101
Fax: (626) 795-6330

sciences. Appointment will be at the rank of Associate Librarian or Senior Assistant Librarian, depending on qualifications. Competitive salary and benefits. Resumes will be accepted until filled, but first review of application will conclude October 12, 1998. For more information: www.fredonia.edu/library. Candidates should send resume/curriculum vitae and the names and addresses of at least three references to: Vincent Courtney, Chair Search Committee, Reed Library, State University of New York College at Fredonia, Fredonia, NY, 14063. SUNY Fredonia is an affirmative action, equal opportunity employer; women and minorities are strongly encouraged to apply.

DISTANCE LEARNING/REFERENCE LIBRARIAN. Southeast Missouri State University. Responsibilities: Provide leadership in the development of library services to aggressively support distance

learning. Develop and provide bibliographic instruction using multiple methodologies in courses delivered in a variety of ways. Prepare traditional and online documentation. Collaborate with faculty to develop appropriate library support for classes offered at a distance. Work with library consortia to enhance support for distance students. Participate in the development of the library's Web pages. Participate in rotation of general reference duties including some evening and weekend hours. Required qualifications: ALA-accredited MLS. Current experience with automated systems and electronic resources. Demonstrated commitment to providing high-quality library services and promoting information literacy. Computer skills including experience with HTML and Web design. Knowledge of copyright and licensing requirements in an electronic environment. Ability to work cooperatively and independently and to foster teamwork. Excellent oral and written communications



ASSOCIATE DIRECTOR FOR PUBLIC SERVICES

The University of Central Florida

The University of Central Florida, Orlando, Florida (UCF) is accepting applications for the position of Associate Director for Public Services. UCF is a metropolitan institution with an enrollment of 30,000 and is a member of the State University System (SUS) of Florida. The university offers degree programs in five colleges: Arts and Sciences, Business Administration, Education, Engineering, and Health and Public Affairs. UCF is located in East Central Florida, a region with a population of about two million. Known primarily for its tourist attractions such as Walt Disney World, Universal Studios, and Sea World, the area is one of the fastest growing regions in the nation. Gulf and Atlantic beaches are within easy driving distance from the main campus. The area also offers Broadway productions, pop and classical music headliners, art festivals, a Shakespeare Festival of UCF origin, and major professional sporting events. The 1,445-acre campus is located in the Orlando suburbs 13 miles northeast of downtown.

GENERAL DESCRIPTION: The Associate Director for Public Services reports to the Director of Libraries and has primary responsibility for administering the public services departments: Reference, Circulation, Interlibrary Loan, and Access Services, with 23 faculty and 20 staff. Responsibilities include the direct supervision of all public services functions and coordination of activities with heads of the public service departments. The Associate Director for Public Services participates in the planning and policy-making bodies of the Library and participates fully in the overall administration of the Library, including long-range planning, development and evaluation of library services, and the establishment of library-wide policies. This position seeks applications from dynamic professionals who want to develop and apply innovative information technologies to user services for the academic community in the changing library environment.

QUALIFICATIONS: ALA-accredited MLS and a minimum of five years post-MLS experience in library public services, preferably in a large academic or research library. Demonstrated successful administrative/management experience in public services; proven, successful leadership in areas of staff development and motivation in a changing and flexible environment; and the ability to establish productive long-term, effective working relationships with staff and faculty in the Library as well as university faculty, students, and administrators and members of the community. Demonstrated experience in articulating and communicating a vision of library service and in initiating and implementing new services compatible with that vision; experience with technology-enhanced user services; and demonstrated excellent oral and written communication skills. Experience with distributive and off-campus programs, and a record of professional activities and/or publications is preferred.

THE LIBRARIES: The University Libraries include two libraries on the UCF campus in Orlando and several branch locations in the central Florida area. The University Library, housed in a facility of 200,000 square feet, has a collection of over 1.1 million volumes and is a partial depository for U.S. and Florida documents, and U.S. Patents. The library materials budget is \$4.7 million. A total staff of 95 includes 35 professional librarians. Through LUIS, the SUS' online system, access is provided to the Library's catalog as well as to the holdings of other SUS libraries. Access is also provided to numerous electronic full-text journals and databases. Education and training for effective use of information technology and resources is made available in a new state-of-the-art facility, where students have opportunities for immediate hands-on experience with presented techniques. For more information, visit the University of Central Florida Web site: <http://www.ucf.edu>

SALARY AND RANK: Commensurate with experience and qualifications. This is a full-time 12-month non-tenure track position with generous benefits including health insurance and retirement options.

APPLICATION REQUIREMENTS: Submit cover letter, resume, and the names, addresses, and telephone numbers of three professional references postmarked by **November 23, 1998**, to:

Victor F. Owen
Library Human Resources Coordinator
University of Central Florida Library
P.O. Box 162666
Orlando, FL 32816-2666

Cover letter should address specific qualifications and experience in the area of specialization, as well as address all required and desired criteria.

*Searches are conducted in accordance with the State of Florida Sunshine Regulations.
UCF is an equal opportunity, affirmative action employer.*

INFORMATION SERVICES SPECIALIST

University of Southern California

The Information Services Division of the University of Southern California is seeking a full-time information services specialist in the Science and Engineering Center, which primarily serves the Division of Natural Sciences and Mathematics, the School of Engineering, and the School of Gerontology. The position facilitates student and faculty/Internet access and the use of electronic resources for instruction and research. Responsibilities include the creation and maintenance of information resources, Web development, and technology support. The job requires arranging off-campus library services for distance education programs, performing mediated online database searches, participating in traditional collection development and collection maintenance, developing source guides and Internet tools, and interacting with faculty and students to promote the Center's services in the libraries as well as the classroom.

The successful candidate will have the unique opportunity to merge two currently disparate specialties—the technologist and the librarian—into a unified, dynamic role within the Information Services Division. As such, he or she must possess excellent communication and interpersonal skills, a strong service orientation, and a broad base of both technology and information systems knowledge. Candidates with an MLS or an equivalent degree in information science with a graduate or undergraduate academic background in one or more of the science disciplines are highly desired.

Persons interested in this position should submit an application letter, resume, and three professional references including addresses, telephone numbers, and e-mail addresses to:

Sharon Haymond
Human Resources Director
University of Southern California
University Park
Los Angeles, CA 90089-0182

Refer to Information Services Specialist, Science and Engineering Center #191, on all correspondence.

Salary is negotiable, depending upon qualifications and experience. USC offers an excellent employee benefits package.

SYSTEMS LIBRARIAN

- The University of Massachusetts Boston seeks qualified candidates for the position of Systems Librarian. This position reports to the Head of Systems and works closely with library departments; implements and maintains a newly selected client/server integrated library system; manages the daily operations of ERL database servers and CD-ROM databases; works with the library community of systems-related projects; investigates and implements new technologies that integrate information from different systems into a single user interface; and collaborates on digitization projects for electronic reserves and for archives. The Systems Librarian is responsible for installing and supporting desktop computers (both hardware and software) in public areas, as well as providing technical support for the library staff. Represents Library on committees at the University and regional level. **QUALIFICATIONS:** M.L.S. from an ALA-accredited program or equivalent. Demonstrable knowledge of and experience with client/server integrated library system; experience providing technical support; in-depth of Windows95/NT client protocols and utilities such as TCP/IP, FTP, Telnet, Z39.50 and major administrative software applications. Strong interpersonal, written and oral communications skills essential. Preferred: Previous experience in an academic library environment; experience with LAN's and network operating systems (NT, Unix), SQL-based report writers, digitization systems, HTML, and web programming. Additional information can be obtained by contacting Apurva Mehta at apurva.mehta@umb.edu, or by visiting our website at <http://www.lib.umb.edu>. Minimum salary is \$34,000. Application deadline is October 30, 1998. Please send cover letter, curriculum vitae, names, addresses and telephone numbers of three references to: **Office of Human Resources, Search 160-175, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125-3393.** An Affirmative Action, Equal Opportunity, Title IX employer.

U M a s s e t s B o s t o n

CATALOG LIBRARIAN

Wichita State University

The Catalog Librarian is one of three Catalogers, reporting to the Head of Technical Services, in a team-based environment which includes 12 support staff. Major responsibilities of the position involve cataloging music and media materials including preparation and maintenance of original bibliographic records using AACR2, LCSH, Classification numbers, and US MARC tagging conventions. Enters records on OCLC and NOTIS databases. Approximately 40% of the position is cataloging printed and recorded music, with the remainder divided among non-print materials, monographs, and serials. Participates in the management of the cataloging unit, which includes developing policies, procedures, and training staff. Engages in scholarship and professional service. Librarians at Wichita State University enjoy faculty rank, privileges, and responsibilities.

REQUIRED QUALIFICATIONS: ALA-accredited MLS and course work in cataloging. Course work in or knowledge of music/music literature. Good oral and written communication skills, and the ability to work collaboratively with professional and support staff. Potential for scholarship and professional service.

PREFERRED QUALIFICATIONS: Two years recent experience in an automated environment that includes cataloging music, media, monographs, or serials; experience on NOTIS system; reading knowledge or better of at least one non-English language; second master's degree. Starting salary is \$26,000-\$30,000 for 12 months, depending on experience and qualifications. Tenure eligible. Choice of retirement plans, including TIAA/CREF. Send letter of application, resume, and names, addresses, and telephone numbers of three current references postmarked by **November 2, 1998**, to:

Nan Myers
Chair, Catalog Librarian Search Committee
Wichita State University
Wichita, KS 67260-0068

Non-citizens must be eligible to work in the United States at time of appointment. Finalists will be invited for an expense-paid interview. Wichita State University is an urban institution with an enrollment of over 14,000 and a commitment to improving the diversity of its faculty by actively seeking applications from a broad spectrum of individuals.

*Wichita State University is an affirmative action/equal opportunity employer.
Women and minorities are especially encouraged to apply.*

skills. Successful teaching experience. Setting: Southeast Missouri State University is a comprehensive student-centered university of five colleges and two schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 8,500 with a student/faculty ratio of 18:1. Library collections include over 400,000 bound cataloged volumes and current subscriptions to approximately 2,500 periodicals. Staff includes 12 librarians, 6 paraprofessionals, and 22 clerical positions. An unusual professional opportunity for the right applicant. Support for the library and extending distance learning opportunities are both prominently included in university's strategic plan. New Deans in the Library and in Extended Learning are eager to fill this position with a dynamic librarian with the necessary skills to establish, develop, and maintain library services supporting the distance learning program. Salary: Commensurate with experience. Newly created tenure-track library faculty position with an academic year (9-month) appointment. Additional summer contract usually available. Appointment at instructor or assistant rank. Must meet established criteria, including a second master's degree, for promotion and tenure. Tuition remission part of benefit package. Applications: send letter of application, resume and the names, addresses, phone numbers, and e-mail addresses of three references to: Distance Learning/Reference Librarian Screening Committee, One University Plaza, **Southeast Missouri State University**, Cape Girardeau, MO 63701; phone: (573) 651-2235; fax: (573) 651-2666. Applications received by October 20, 1998, will receive full consideration. Position will remain open until filled. Preferred starting date is January 19, 1999.

ELECTRONIC RESOURCES/REFERENCE LIBRARIAN. Southeast Missouri State University. Responsibilities: Assist and advise library faculty and staff in the selection and implementation of electronic resources and services. Collaborate with others in assessing technological needs. Provide support for library staff use of electronic resources. Coordinate the development and maintenance of the library's

Web pages. Aid in planning library technology projects which impact user services. Design and implement training, instruction, and user guides for electronic resources. Design and maintain the interface for public workstations. Participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. Required qualifications: ALA-accredited MLS. Knowledge of computer hardware and software, including library applications. Familiarity with current trends and issues in library technology and electronic resources and ability to apply this knowledge to the local situation. Demonstrated commitment to providing high-quality public service. Experience with Windows 95, HTML, and Web design. Ability to work cooperatively and independently and to foster teamwork. Effective oral and written communications skills. Excellent analytical and organizational skills. Preferred qualifications include teaching and reference experience and a second master's or doctoral degree. Setting: Southeast Missouri State University is a comprehensive student-centered university of five colleges and two schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 8,500 with a student/faculty ratio of 18:1. Library collections include over 400,000 bound cataloged volumes and current subscriptions to approximately 2,500 periodicals. Staff includes 12 librarians, 6 paraprofessionals, and 22 clerical positions. An unusual professional opportunity for the right applicant. Developing technology-based services in Kent Library is an integral part of the university's strategic plan, which is directly tied to the budgeting process. New Dean/Director eager to fill position with energetic, knowledgeable, and service-oriented librarian who can actively participate in planning for and implementation of expanded use of technology. Salary: Commensurate with experience. Newly created tenure-track library faculty position with an academic year (9-month) appointment. Additional summer contract usually available. Appointment at instructor or assistant rank. Must meet established criteria, including a second master's degree, for promotion and tenure. Tuition remission part of benefit package. Applications: Send letter of application, resume and the names, addresses, phone numbers, and e-

FIVE POSITIONS AVAILABLE

J. Eugene Smith Library, Eastern Connecticut State University

Five new positions, to begin in January 1999, when the new state-of-the-art building (127,000 sq. ft.) opens. (An opening for cataloger already advertised separately.) Required: ALA-accredited master's or its equivalent. Experience with an integrated library system. Comfortable in an online networked environment. Communication skills. Flexible. Service commitment. Teamwork and people skills. Preferred: Additional advanced degree in a subject, especially math/sciences or social sciences. All 12-month, tenure-track positions. For information about the library, and the university, see: <http://www.ecsu.ctstateu.edu/library>.

PUBLIC AND RESEARCH SERVICES DIVISION All report to the Head of Public and Research Services

1. COORDINATOR OF ACCESS SERVICES

Assistant or Associate Librarian's rank. Coordinate the planning and operations of circulation, reserves (including electronic reserves), ILL, and other resource-sharing activities. Supervise staff. Coordinate large pool of student assistants. Assist the library in marketing/promotion. Additional requirements: Minimum two years of professional experience in access. Supervisory experience. Preferred: Experience in promotion/marketing, in reference, and in user and use studies.

2. UNIVERSITY ARCHIVIST, SPECIAL COLLECTIONS AND REFERENCE SERVICES

Assistant Librarian's rank. Coordinate the planning and operations of the Archives, including the establishment of a scheme to preserve materials related to the University's history. Reference (half-time). Respond to service-on-demand to the Special Collections rooms. Additional requirements: Minimum two years in archival management. At least two years reference experience preferred: Certification in archival work. Experience in grants writing.

3. GOVERNMENT DOCUMENTS AND REFERENCE SERVICES

Assistant Librarian's rank. Coordinate the planning and operations of documents, including collection development, processing, and database maintenance in traditional and electronic formats. Supervise support staff. Reference duties as assigned. Additional requirements: Minimum of two years professional experience in government documents, including technical processing. Experience in reference. Supervisory experience. Preferred: Experience in Canadian documents, community outreach.

4. REFERENCE AND OUTREACH SERVICES

Assistant Librarian's rank. Coordinate the planning, design, implementation, marketing, and evaluation of the library's outreach program for off-site users and distance learners, using both traditional and multimedia/interactive active approaches. Reference duties as assigned. Additional requirements: Minimum two years professional experience in outreach services. Minimum of two years in reference. Experience in program planning, implementation, and evaluation. Preferred: academic library experience WWW (html). Technical Services and Collection Development Division: Reports to the Head of TS and Collection Development. Officer

5. SERIALS LIBRARIAN

Assistant Librarian's rank. Coordinate planning and operations of Serials, including supervision of staff, budget management, collection analysis, and maintenance of the serials database integrity. Leadership in integrating electronic, print, and microform collections and help move the library toward a digital access mode. Assist public services in staffing a service point. Additional Requirements: Minimum of two years professional serials experience. Experience with traditional and electronic serial formats, automated control systems, and current trends. Budget and supervisory experience preferred: Experience in public services, user/use studies. Knowledge of K-12 materials.

Send letter of application (specifying which position), resume, and names, with telephone numbers and addresses, of three recent work references to:

Tina C. Fu
Library Director
J. Eugene Smith Library
Eastern Connecticut State University
83 Windham St.
Willimantic, CT 06226-2295

Screening begins immediately and will continue until all positions are filled.

Eastern Connecticut State University is an AA/EEO employer. Women, members of protected classes, and people with disabilities are encouraged to apply.

TWO POSITIONS AVAILABLE

George Mason University

George Mason University is the fastest growing university in the Commonwealth of Virginia. A public doctoral institution of more than 24,000 students, its academic units include the College of Arts and Sciences, the College of Nursing and Health Sciences, the School of Law, the School of Information Technology and Engineering, the School of Management, the Graduate School of Education, New Century College, and a number of acclaimed research institutes. George Mason has campuses in the counties of Fairfax, Arlington, and Prince William, Virginia.

BIOLOGICAL SCIENCES LIBRARIAN

Duties encompass reference, instruction, collection development, and liaison services in the fields of biological science, biotechnology, bio-informatics, computational science and informatics, and the American Type Culture Collection (a major GMU Corporate partner). Position is based at the Prince William Campus Library, participates in evening and weekend reference rotation, manages the Academic Bldg. II Library Annex, and assumes oversight role for the PWCL in the absence of the Head Librarian.

QUALIFICATIONS: ALA-accredited MLS degree, academic library professional experience working with biological or related disciplines, and excellent communication and interpersonal skills required. Preference will be given to candidates with demonstrated experience in provision of reference service, collection development and management of print/electronic resources, library instruction, design and development of instructional resources/Web pages, working in a "partnership" environment, and a Master's degree and/or demonstrated knowledge in one of the stated subject areas within scope of assignment. Ability to meet requirement for retention and promotion essential.

GOVERNMENT DOCUMENTS LIBRARIAN

Provides government document services, including reference, collection development and management of print and electronic resources, library instruction, liaison services, and staff training and supervision. Serves as designated liaison to the Geography and Earth Systems Sciences department, and other academic units requiring Government Documents library services. Duties include provision of general reference, including evening and weekend reference desk rotation.

QUALIFICATIONS: ALA-accredited MLS degree, demonstrated knowledge of government document print and electronic resources, academic background in relevant field(s), and excellent communication and interpersonal skills required. Preference will be given to candidates with professional experience in government documents, provision of reference service, collection development and management of print/electronic resources, library instruction, technical processing, design and development of instructional resources/Web pages, and a master's degree and/or demonstrated knowledge in one of the stated subject areas within scope of assignment. Ability to meet requirement for retention and promotion essential.

INFORMATION: 12-month appointment, excellent benefits, salary \$34,000+ depending on Qualifications. To learn more about George Mason University, visit <http://www.gmu.edu>.

APPLICATION: Send letter of application, resume, and names, addresses, and phone numbers of three current references to:

**Biological Sciences Librarian
or
Government Documents Librarian
Library Administration, MSN 2FL
George Mason University
Fairfax, VA 22030-4444**

DEADLINE FOR APPLICATIONS: November 15, 1998

AA/EEO employer; minorities encouraged to apply.

mail addresses of three references to: Electronic Resources/Reference Librarian Screening Committee, One University Plaza, Southeast Missouri State University, Cape Girardeau, MO 63701; phone: (573) 651-2235; fax: (573) 651-2666. Applications received by October 20, 1998, will receive full consideration. Position will remain open until filled. Preferred starting date is January 19, 1999.

INFORMATION SERVICES LIBRARIANS. (2 positions). The Health Sciences Library at the State University of New York at Stony Brook is seeking qualified applicants for two Information Services Librarian posi-

tions. These positions join others on the information services team. Responsibilities will include: active participation in general and specialized reference services including online searching, electronic and traditional resources, general and specialized instruction, research/consultation services, and outreach to the university, hospital, and community; participation in special projects; teaching and consulting in the Library's formal education programs; includes some scheduled evening and weekend hours. The Information Services Librarians report to the Assistant Director for Information Services. Minimum qualifications are: MLS or its equivalent from an ALA-accredited program; excellent interpersonal and effective

PUBLIC SERVICES LIBRARIAN-INSTRUCTIONAL SERVICES/ ARCHIVES.

Lynchburg College

Lynchburg College Library seeks innovative, dynamic, and experienced librarian to provide key public services. Principal areas of responsibility include: instruction (teaching a for-credit information literacy course and course-related sessions, and coordination of program development, implementation, and evaluation); reference and information services (including night and weekend rotations); collection development; faculty/student liaison and research support; library web page; and college archives.

ALA-accredited MLS required, with at least three years of academic public services experience; extensive experience in instruction; web page development; and experience with online resources. Experience or course work in archives preferred.

Please send letter of application, resume, and four letters of reference to:

**Christopher Millson-Martula
Knight-Capron Library
Lynchburg College
1501 Lakeside Drive
Lynchburg, VA24501**

Review of applications will begin immediately. The position will remain open until a suitable candidate has been identified. For more information about the college and the library, visit our web site at: <http://www.lyncburg.edu>.

UNIVERSITY ARCHIVIST

The American University in Cairo

Applications are invited for the position of University Archivist at The American University in Cairo. Under the general direction of the Assistant Director for Rare Books, Special Collections and Archives, the appointee will be responsible for a program to develop, organize, preserve, and provide access to the University Archives according to standard procedures in an automated environment. The position also involves supervising the processing of special archival collections acquired by the Rare Books and Special Collections Library.

Required qualifications include a graduate degree in archival administration, library science/information management, or the equivalent, with a second Master's degree desirable; minimum of three years of professional experience, preferably in archival administration; and ability to communicate well in spoken and written English. Working knowledge of Arabic and other languages helpful; computer literacy and familiarity with contemporary archival standards and procedures essential.

The position is open now, and will be filled as soon as possible, preferably by January 1999. Initial appointment will be for two years, and is renewable. Salary is according to a scale based on qualifications and professional experience. For expatriates, housing, roundtrip air travel for appointee and accompanying family, plus schooling for two children are included. In view of AUC's protocol agreement with the Egyptian Government which requires specific proportions of Egyptian, U.S., and third-country citizen faculty, at this time preference will be given to qualified applicants who are U.S. citizens.

Mail letter of application specifying job placement file, before **November 1, 1998**, to:

**Earl Sullivan
Acting Provost
The American University in Cairo
420 Fifth Ave., Fl. 3CR
New York, NY 10018-2729**

AUC is an equal opportunity employer.

HEAD OF SPECIAL COLLECTIONS

Washington University in St. Louis Olin Library System

The Washington University Libraries invites applications for the position of Head of Special collections.

RESPONSIBILITIES: The Head of Special Collections is responsible for administrative oversight and strategic planning for all aspects of departmental operations, including manuscripts, archives, and other special collections. In addition, the Head plays a major role in library development efforts and serves as primary liaison to the University's illustrated book program.

QUALIFICATIONS: A master's degree is required. Highly desirable is the MLS in conjunction with a second subject master's degree. Supervisory experience, preferably in an academic setting, is required. The successful candidate will have experience with and knowledge of the acquisitions, organization, and processing of Archives, Manuscripts, and Special Collections. Excellent communication skills, an understanding of the information needs of a research university, and the vision to integrate the Special Collections department into the twenty-first century academic environment is critical. Finally, the Head must be able to work effectively in a collegial manner in an everchanging environment. Salary range: \$41,376-\$51,720.

Washington University's Special Collections pioneered modern manuscript collecting through the formation and growth of the Modern Literary Manuscripts Collections. The Manuscript Collection houses the papers of James Merrill, Howard Nemerov, May Swenson and many others. Current initiatives include collaboration with the School of Art and the University's Writers Program on the Illustrated Book Program and Studio.

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

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

Position will remain open until filled; initial review of applications will begin November 15, 1998. Employment eligibility verification required upon hire.

Washington University is an equal opportunity/affirmative action employer.

teaching skills, commitment to public service, and the ability and flexibility to work both independently and in a team environment; training and experience in the use of information technology, searching databases and the Internet/ www. Preferred: experience in reference service in a health sciences library. Appointment rank and salary based on relevant qualifications and experience with a minimum salary of \$40,000 at the Assistant or Senior Assistant Librarian rank. Excellent benefits. Qualified individuals should submit a letter of application, resume and the names, addresses, and telephone numbers of three professional references to: Ruth Marcolina, Assistant Director for Information Services, Health Sciences Library, 8034 SUNY, Stony Brook, New York 11794-8034. **SUNY at Stony Brook** is an affirmative action/equal opportunity educator and employer.

INSTRUCTIONAL LIBRARIAN. 2 Positions. Marriott Library, University of Utah. The University of Utah, with a student population of 25,000, seeks two motivated and innovative individuals to serve as team members of a successful and growing library instruction program. Instruction Librarian Works with members of the Instruction Division to plan, implement, and evaluate the instruction program. Develops and provides group and individual instruction and training for students, staff, and faculty in the use of library resources and information technologies. Teaches credit courses. Works closely and cooperatively with reference areas, Academic Computing and Library Information Services (ACLIS), and other library departments. Masters new technologies and stays current in library applications. Develops instructional and training materials in print, interactive Web-based, and multimedia formats. Provides reference services as a means of staying in touch with the use of technologies and other resources by patrons and staff. Develops training programs to be offered by other librarians and staff. Qualifications: Required: MLS from ALA-accredited library school. Substantial knowledge of and experience with electronic resources, desktop and Internet applica-

tions. Demonstrated effective training/teaching skills in group and one-on-one settings. Strong oral and written communication skills. Strong commitment to excellent and innovative service. Ability to work with users of varying technical expertise. Ability to meet University's requirements for promotion and continuing appointment. Preferred: Formal teaching experience. Knowledge of issues and trends in library instruction. Reference service experience. Experience in an academic library. Salary: Minimum \$28,000, depending on qualifications; excellent benefits. A member of ARL, the Marriott Library has nearly doubled in size with the recent opening of a 210,000 sq. ft. addition. Holdings include over 2 million volumes, 14,000 periodical subscriptions, and considerable networked electronic resources. Recently, the library and the campus computer center merged to meet more effectively the campus technology needs. Undergraduate education is a university priority, and library instruction a growing emphasis. We teach over 300 library instruction sessions per semester. The university is situated on a 1,500-acre campus in Salt Lake City, a growing urban area with a strong economy. A cosmopolitan community of approximately 1 million residents, Salt Lake City offers a variety of cultural, entertainment, and outdoor recreational activities. Application Procedures: Send a detailed letter of application, along with resume, plus names, addresses, and phone numbers of three references, to: Kristeen Arnold, Personnel Officer, 327 Marriott Library, 295 South 1500 East, Rm. Dock, Salt Lake City, UT 84112-0860. Applications received by November 6 will be given full consideration. The University of Utah is an EO/AA Employer. We encourage applications from women and minorities and provide reasonable accommodations to known disabilities of applicants and employees.

INSTRUCTIONAL SERVICES LIBRARIAN AND ASSISTANT PROFESSOR OF LIBRARY SERVICES. Central Missouri State University Library Services seeks faculty members: Instructional Services

HEAD OF PROCESSING

Working in one of The New York Public Library's four research centers, an excellent opportunity exists to manage and supervise the processing operations at the Science, Industry and Business Library. SIBL is the world's largest public library devoted to science, technology, economics, and business and its' collection includes 10,000 current periodicals as well as a large government documents collection. Participate in workflow analysis, staff allocation and supervision and the monitoring of daily operations including check-in, claiming, and bindery processing. Will train staff in all functions of processing including catalog maintenance, use of Innovative Interfaces system as well as searching RILIN and OCLC. Maintains the productivity, quality and accuracy of the unit and makes recommendations for revisions and improvements. Serves as liaison to other divisions in SIBL and to others in the Library. Provides public service and acts as an instructor in SIBL's training programs.

To qualify, candidates must possess an ALA accredited MLS, experience supervising and training staff, and managing a serial processing or technical services operation. Demonstrated in-depth knowledge of AACRII and the MARC record. Knowledge of library technology applications and Innovative Interfaces or another integrated library system. Excellent PC skills; Word; Excel; database programs. Experience in the implementation of tape-loading projects for G.P.O government documents records preferred. Experience in analysis of technical processing workflow and operations preferred.

Salary commensurate with experience. Please send resume including salary requirements to:

The New York Public Library
Human Resources Department KN-TP
188 Madison Avenue, 5th Floor
New York, NY 10016-4314
or email hrd@nypl.org
An Equal Opportunity Employer



The
New York
Public
Library

EDUCATION/MEDIA UNION BRANCH LIBRARY MANAGER

Nova Southeastern University

Nova Southeastern University, a private institution with a commitment to excellence in distance education and technology, invites applicants for the position of Education/Media Union Branch Library Manager. Reporting to the Director of the Einstein Library, the Education/Media Union Branch Librarian will provide reference service, library instruction, and library management for the Media Union Branch Library. The Media Union Branch Library supports programs at the Fischler Center for Education. This is a position of leadership in the Nova Southeastern University Libraries and involves working in a team environment with the librarians at the Einstein Library and with academic administrators and faculty. This position will involve some travel to distance education sites.

MINIMUM QUALIFICATIONS: ALA-accredited MLS; three years of professional library experience with increasingly greater job responsibilities; undergraduate or master's degree in education or experience using graduate education library materials and databases; proven interpersonal/communication skills; demonstrated database searching skills; demonstrated teaching and presentation skills; evidence of leadership and managerial skills; evidence of professional growth and creative contributions in previous positions; evidence of an understanding of the academic environment and the ability to work in a complex and dynamic environment.

SALARY AND BENEFITS: Minimum \$32,500 and commensurate with qualifications. A comprehensive benefits package is provided.

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

**The Office of Human Resources
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314**

For additional information about the position, contact: Harriett MacDougall, Director of the Einstein Library, harriett@nsu.nova.edu.

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

Affirmative action/equal opportunity employer.



HUMAN RESOURCES LIBRARIAN

Princeton University Library

The Human Resources Librarian is responsible for directing all aspects of the Princeton University Library's human resources program. The Human Resources Librarian is a senior member of the library staff and serves as the library's principal liaison to the university's Office of Human Resources, the Office of the Dean of the Faculty, and the Student Employment Office. The Human Resources Librarian's portfolio includes managing the recruitment,

hiring, and retention of staff; coordinating programs for performance review, salary review, classification review, and promotion; overseeing management development and staff training activities; interpreting personnel policies and procedures; counseling staff; and acting as the library's affirmative action officer. The Human Resources Librarian also is a member of the support staff bargaining unit Labor-Management Committee, participates in contract negotiations, and assures contract compliance. The Human Resources Librarian maintains a close working relationship with the other human resources professionals on campus, and communicates regularly with the human resources offices at other major research libraries. This position is funded by the University Library and university's Office of Human Resources, and reports to the University Librarian. The Human Resources Librarian supervises two support staff and the Staff Development Librarian.

QUALIFICATIONS: A minimum of five years of experience in human resources administration, preferably in a university or research library. A master's degree from an American Library Association-accredited library school is strongly preferred; a degree in human resources is desirable. Other qualifications include demonstrated ability to work successfully with all categories of staff; demonstrated strength in oral and written communications; and demonstrated ability to handle personnel matters equitably, sensitively, and confidentially. Candidates will be expected to show a commitment to fostering an inclusive, progressive, and satisfying workplace; they must also be knowledgeable about the changing academic library, particularly with reference to the renewed emphasis on user services, wider applications of technology, and the reorganization of traditional library work. Also required: experience supervising professional and support staff, familiarity with regulations affecting employment, and experience with standard office automation packages.

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

SALARY & RANK: Dependent upon experience and qualifications. Attractive benefits program.

Review of applications will begin on **October 31, 1998**, and will continue until the job is filled. Nominations and applications (comprised of cover letter; resume; and names, titles, addresses, and phone numbers of three references) should be sent to:

**Search Committee for Human Resources Librarian
c/o Dorothy A. Pearson
Associate University Librarian for Administrative Services
Princeton University Library
One Washington Road
Princeton, NJ 08544-2098
e-mail: mariadif@phoenix.princeton.edu
fax: (609) 258-0454**

AA/EOE

Librarian and Assistant Professor of Library Services. 3 positions. Responsibilities include assistance in Information Commons. Provides technology-based information services to students. Support and assist in integrating the software into curricular offering. Additional responsibilities include providing reference and research support, including night and weekend rotation; bibliographic responsibility for one academic department. One position will provide leadership through planning and coordinating Library Services' user instruction program and serve as bibliographer for science subject areas. Reports to Coordinator of Public Services. Requirements: MLS; relevant library experience; knowledge of Windows and Mac operating systems, word processors, database management systems, spreadsheets, and networked environments; excellent interpersonal skills and the ability to be positive, creative, accept change,

and work collaboratively with other faculty. Central Missouri State University is a comprehensive University located in Warrensburg, 50 miles southeast of Kansas City, Missouri. Additional information on University can be found at <http://www.cmsu.edu/>. James C. Kirkpatrick Library, a brand-new \$30 million facility will be ready for occupancy in early 1999. Additional information on Library Services can be found at <http://library.cmsu.edu/>. Desired: Experience teaching in a hands-on computer laboratory and designing successful Web-based instructional modules is a plus. Second master's in instructional technology-related field is preferred. This is a 12-month faculty, tenure-track position with benefits. The University expects research and creative activities as well as public service activities for promotion and tenure. A second graduate degree is required for tenure. People with second master's will be appointed as Assistant

BUSINESS/TECHNOLOGY BRANCH LIBRARY MANAGER

Nova Southeastern University

Nova Southeastern University, a private institution with a commitment to excellence in distance education and technology, invites applicants for the position of Business/Technology Branch Library Manager. Reporting to the Director of the Einstein Library, the Business/Technology Branch Library Manager will provide reference service, library instruction, and collection management for the East Campus Branch Library. The East Campus Branch Library supports graduate programs in business, computer and information sciences, and social and systemic studies. This is a position of leadership in the Nova Southeastern University Libraries and involves working in a team environment with the librarians at the Einstein Library and with academic administrators and faculty.

MINIMUM QUALIFICATIONS: ALA-accredited MLS; three years of professional library experience with increasingly greater job responsibilities; undergraduate or master's degree in business or thorough experience in business reference; proven interpersonal/communication skills; demonstrated database searching skills; demonstrated teaching and presentation skills; evidence of leadership and managerial skills; evidence of professional growth and creative contributions in previous position; evidence of an understanding of the academic environment and the ability to work in a complex and dynamic environment.

SALARY AND BENEFITS: Minimum \$32,500 and commensurate with qualifications. A comprehensive benefits package is provided.

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

**The Office of Human Resources
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314**

For additional information about the position, contact: Harriett MacDougall, Director of the Einstein Library, harriett@nsu.nova.edu.

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

Affirmative action/equal opportunity employer.

HEAD OF REFERENCE & INFORMATION SERVICES

Wagner College Library

Located on beautiful Grymes Hill in New York City, Wagner College is a competitive four-year private undergraduate college with five masters-level graduate programs, in addition to 28 majors, 22 minors, and 9 professional programs. Undergraduate enrollment is approximately 1,700 students with 70 percent residential; graduate programs enroll approximately 350 students. The college recently adopted a highly innovative undergraduate curriculum of "reading, writing, and doing," known as The Wagner Plan, which requires all students to complete a program of integrated multidisciplinary studies and experiential learning tutorials. The Library has a book collection of 280,999, and employs 16 staff members; provides an innovative library information service and a library instruction program of reading and writing of research materials, using sophisticated database searches.

The following library position is available beginning January 1, 1999.

Head of Reference & Information Services: The library seeks an experienced, dynamic leader in reference and information services to manage the Reference and Circulation Departments.

RESPONSIBILITIES: Manages all activities of the Reference and Circulation Departments; coordinates formal and informal library instruction/information technology programs; oversees reference collection development and ILL; provides leadership in evaluating existing reference services and developing new services with automated technological applications.

QUALIFICATIONS AND SALARY: ALA accredited master's degree; second master's degree or doctorate; reference service experience; substantial knowledge of and experience with computer applications; excellent oral and written communication skills. Competitive salary. Applications accepted until the position is filled, but those received prior to **October 30, 1998**, will have preference.

Please send resume, cover letter, and three references to:

**John Auh
Library Director
Wagner College
One Campus Road
Staten Island, NY 10301**

EOE/AA



TWO POSITIONS AVAILABLE

The University of Connecticut Libraries

The University of Connecticut Libraries, members of the Association of Research Libraries, are currently recruiting for two librarian positions.

For further information about the UConn Libraries or the following positions, see our home page at: <http://www.lib.uconn.edu>.

MAP CATALOG LIBRARIAN AND LIAISON FOR NATURAL RESOURCES (Search #98A81)

Reporting to the Head of Collections Services, this position provides leadership in the intellectual control of spatial data in a variety of formats and provides collection development, reference, and liaison services to the Natural Resources Management and Engineering (NRME) Department.

DUTIES INCLUDE: Serving as the cataloging liaison to the Library's Map and Geographic Information Center; cataloging spatial data in all formats; creating original bibliographic records for library materials as a member of the Acquisitions/Cataloging Team in Collections Services; developing and maintaining strong relationships with NRME's faculty and students; and participating in the development of library collections in assigned areas.

MINIMUM QUALIFICATIONS INCLUDE: ALA-accredited MLS and current successful cataloging experience, preferably with cartographic materials, in an automated systems environment in an academic or research library; a strong background in natural sciences developed through academic studies or work experience; and excellent interpersonal and oral and written communications skills.

DESIRABLE QUALIFICATIONS INCLUDE: Advanced degree in the natural sciences; experience with emerging metadata standards, and experience with DBMS such as MS Access, Oracle, or Sybase.

SYSTEMS LIBRARIAN (Search #99A82)

Reporting to the Head of Information Technology Services, this position administers the Libraries' Integrated Library System.

DUTIES INCLUDE: Responsibility for system administration, project management duties, and ongoing system maintenance for the current library management system and its successor system; participating in the evaluation, recommendation, and implementation of a new integrated library system in 1999; and investigating and implementing technologies that integrate information from different systems into a single seamless user interface.

MINIMUM QUALIFICATIONS INCLUDE: ALA-accredited MLS and at least three years relevant systems experience, preferably in an academic library environment; demonstrated experience with client/server applications and information standards (e.g., Z39.50, MARC, HTML); demonstrated experience with the installation, management, and maintenance of UNIX-based systems; and excellent oral and written communications skills.

DESIRABLE QUALIFICATIONS INCLUDE: Demonstrated experience with next-generation library systems and a broad range of software products used in the library environment; and experience with SQL-based report generation.

RANK AND SALARY RANGE: University Librarian rank and salary commensurate with experience, to a \$48,000 maximum hiring salary for each position.

UNIVERSITY SETTING: The University of Connecticut, established in 1881, is a Carnegie Research I University. It was recently cited as one of the top 20 public national universities. The main campus, situated in Storrs on 3,100 acres of woodlands and rolling hills, is located approximately 30 miles from Hartford, the state capital, and midway between Boston and New York City. There are approximately 21,750 students system-wide.

APPLICATION PROCEDURES: Submit a letter of application, resume, and the names, addresses, and telephone numbers of three professional references to:

Brinley Franklin
Associate Director for Administrative Services
University of Connecticut Libraries
Box U-5A
369 Fairfield Rd.
Storrs, CT 06269-1005

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

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse staff. We actively encourage minorities and people with disabilities to apply.

TWO TEMPORARY POSITIONS REFERENCE AND INFORMATION LITERACY LIBRARIANS

Carleton College Northfield, Minnesota

Carleton College seeks two innovative, energetic librarians to augment its staff during an exciting period of expanding services and to fill in for planned leaves. These positions provide an exceptional opportunity to contribute to and learn from a talented, highly motivated team of librarians responsible for managing an imaginative liberal arts college library with high service standards. Both positions begin January 4, 1999; one continues for 12 months and one for 18 months.

Carleton College's Library has an outstanding undergraduate library collection. The library employs a staff of 25 (including 8 librarians), and participates in MINITEX (a statewide cooperative library network) and OCLC. Additional information about the library can be found on its Web site at: <http://www.library.carleton.edu>. The library strongly encourages and supports professional development, initiative, and innovative approaches to user services.

Carleton College is a highly selective, residential, nonsectarian liberal arts college offering degrees in 33 fields of study and 7 interdisciplinary programs to 1,850 men and women. Carleton is consistently ranked among the top liberal arts institutions nationally for the quality of its educational enterprise. It is located in the historic town of Northfield, Minnesota, about 45 miles south of Minneapolis and St. Paul.

RESPONSIBILITIES: Report to the College Librarian; both positions will provide reference desk services (including participation in evening and weekend rotation); participate in course-related instruction in information literacy; and conduct faculty liaison. Additional duties to be assigned, depending on interest and experience, include Web page design and maintenance, desktop publishing, production of handouts and publications, supervision of the information desk, assistance in building a public relations program, and collection management work with government documents and the reference collection.

QUALIFICATIONS: Essential: ALA-accredited MLS. Working knowledge of print and electronic reference sources. Demonstrated knowledge of trends in information services and electronic publishing. Excellent interpersonal skills; ability to work both independently and as part of a collaborative decision-making team. Excellent analytical skills. Desirable: Reference-services and teaching experience; experience in creating and maintaining Web pages, desktop publishing, and public relations.

Salary commensurate with background and experience. Competitive fringe benefits package.

Please submit a letter of application and resume, along with the names, addresses, e-mail, and phone numbers of three professional references. The Committee reserves the right to contact additional individuals who are familiar with the candidate's work. Review of applications begins **October 21, 1998**, and continues until an appointment is made.

Materials should be sent to:

Samuel Demas
College Librarian and Senior Lecturer
Laurence McKinley Gould Library
Carleton College
One North College St.
Northfield, MN 55057

Carleton College is an equal opportunity employer committed to excellence through diversity.

Professor with an annual salary of \$42,000. Send: Letter of application, resume, and the names, addresses, and telephone number of three references to: Pal V. Rao, Dean of Library Services, **Central Missouri State University**, Warrensburg, MO 64093. Screening will begin on October 16, 1998, and will continue until the positions are filled. Women and minorities are encouraged to apply. AA/EEO/ADA.

LIBRARIAN FOR HISTORY, RELIGIOUS STUDIES, AND HISTORY & PHILOSOPHY OF SCIENCE. Indiana University Libraries-Bloomington. Under direction of Director of Collection Development, responsible for developing collections and related research services in History, Religious Studies, and the History & Philosophy of Science, working closely with faculties in these departments to identify needs

and establish priorities; provides direct research consultation and instruction to library users; oversees collection budgets and assists in developing external funding sources, and participates in cooperative programs for resource-sharing; prepares collection and database guides; develops web sites and digitization projects; monitors approval plans, recommends preservation treatments, and participates in space planning. As a member of SALC (Subject and Area Librarians Council), takes responsibility for SALC's liaison activities to another department or service unit within the Libraries (e.g., coordination of instruction, space planning, or technical services). Final subject assignments, in addition to history, as well as liaison duties will be based on successful applicant's academic training, experience, and interests. Qualifications: Required: ALA-accredited master's degree in library science with graduate degree in history or

FOUR POSITIONS AVAILABLE

New Mexico State University

Due to recent retirements, New Mexico State University Library offers 4 tenure-track Instructor/Assistant Professor level positions. New Mexico's land-grant university, NMSU enrolls approximately 15,000 students, is a Carnegie I research institution and a member of the Hispanic Association of Colleges and Universities (HACU). The University Library contains approximately 1 million volumes and has an annual budget exceeding \$5 million. Library computer resources include VTLS, INNOPAC, OCLC, Internet access, FirstSearch, campus-wide CD-ROM LAN, multiple PC applications, and a state-of-the-art electronic classroom. For additional information, see our Web page at <http://lib.nmsu.edu> or call (505) 646-3102.

All positions require an ALA-accredited MLS degree, demonstrable ability to meet requirements for faculty promotion and tenure, and excellent oral and written communication skills. Salary: \$29,500 minimum, DOQ. Complete benefits package; for details: <http://www.nmsu.edu/~personel/benefits.html>

ELECTRONIC RESOURCES CATALOG LIBRARIAN

Perform original and copy cataloging for a variety of library materials, including electronic serials and monographs; identify, advise staff members on, and solve complex cataloging problems; participate in management of Bibliographic Services Department; participate in library-wide development of access to electronic information resources; provide direct public service through reference desk duty including some night and weekend hours, bibliographic instruction, and/or Web page development; provide leadership, training, and support for departmental staff.

REQUIRED: Minimum of one year cataloging experience using online bibliographic utility such as OCLC; knowledge of AACR2, LCSH, LCC, MARC formats, and other standard cataloging tools; strong analytical and problem-solving skills; interest in a wide variety of cataloging issues and problems; ability to work effectively in a changing environment.

INSTRUCTION COORDINATOR

Provide leadership through planning, coordinating, and evaluating the Library's instruction program; coordinate and evaluate the Library's information literacy courses; teach both course-related instruction sessions and for-credit courses; provide pedagogical development and training for librarians; work cooperatively with Library and campus-wide faculty to promote library instruction and information literacy; evaluate the effectiveness and outcomes of information literacy at NMSU; other duties as assigned including general reference service with some night and weekend hours.

REQUIRED: 2+ years library experience or related teaching experience; thorough knowledge of standard print and electronic information sources, including Internet.

EDUCATION/ASSISTANT INSTRUCTION LIBRARIAN

Provide general reference service with particular emphasis in the field of education; participate in all phases of reference including evening and weekend rotation; work closely with and assist Instruction Coordinator in providing course-related instruction and for-credit courses; serve as faculty liaison with collection development and library instruction responsibilities for the College of Education.

REQUIRED: Evidence of strong commitment to public service; demonstrable knowledge of a wide range of print and electronic information sources, including Internet; broad knowledge of education literature and scholarship; understanding of user needs and library resources relevant to the field of education; and ability to work collaboratively.

HUMANITIES LIBRARIAN

Provide reference service with particular emphasis in the Humanities; participate in all phases of reference including evening and weekend rotation; provide instruction to library users; serve as faculty liaison with collection development and library instruction responsibilities to the Theatre and Art Departments.

REQUIRED: Evidence of strong commitment to public service; demonstrable knowledge of a wide range of print and electronic information sources, including Internet; broad knowledge of Humanities literature and scholarship; understanding of library needs and resources relevant to one or more Humanities fields.

Postmark deadline for applications: **October 28, 1998.**

Submit letter of application, resume, supportive materials, with names/addresses/phone numbers of three references to:

Kate Shaughnessy
Personnel Officer
NMSU Library
Box 30006
MSC 3475
Las Cruces, NM 88003-8006

NMSU is an equal employment opportunity/affirmative action employer.

REFERENCE SERVICES COORDINATOR

Northern State University

Northern State University is seeking a Reference Services Coordinator to provide leadership in continuing development of the library's instructional and outreach programs, including bibliographic instruction, reference services, and training. The librarian will coordinate the Library's reference and instruction programs, teach courses in the library media program, provide training for students, faculty, and staff on library software, including search strategies and techniques and Internet training, and serve as liaison with the School of Education.

This position is one of three professional librarian positions reporting to the Director of Libraries. The Librarian will work closely with the other library staff, including the Electronics Resources Coordinator, the Instructional Technology Coordinator, and the Director of the NSU-TV Services. The position carries faculty rank and status; a second master's degree is required for appointment to a tenure-track position.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: ALA-accredited MLS or equivalent required, as well as public service experience, including computer networks and resource and software selection and supervisory experience. Knowledge of children's literature and curriculum materials desirable. Excellent oral, written, and computer communication skills and a demonstrated ability to collaborate with a wide variety of people are required. Familiarity with research and evaluation procedures desired.

Northern State University is a Carnegie MA I, multi-purpose regional, state-supported institution offering associate, baccalaureate, and graduate degrees.

Northern State University invites letters of application accompanied by a vita, transcripts, and three letters of recommendation. Address letters to:

Erika Tallman
Interim Vice President for Academic Affairs
Northern State University
1200 South Jay St.
Aberdeen, SD 57401-7198

Consideration of applications will begin **October 15, 1998**, and will continue until the position is filled.

Northern State University is an equal opportunity institution.

equivalent combination of education and library experience; knowledge of electronic resources with interest in developing innovative services; and understanding of nature of scholarly research, publishing trends, and complexities of large and rapidly changing research library environment. Reading knowledge of French and/or German; excellent written and oral communication skills; good interpersonal skills and ability to work as part of a team. Preferred: Graduate course work and/or research library experience in religious studies; bibliographic knowledge of additional West European languages; and some teaching experience. Salary and Benefits: Salary negotiable and competitive, dependent upon experience, qualifications, and rank. Rank will be Assistant Librarian—\$31,039; Associate Librarian—\$37,708; or Librarian—\$46,087. This is a tenure-track academic appointment, which includes eligibility for sabbatical leaves. Benefits include a university health care plan, TIAA/CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. To Apply: Send letter of application, professional vita, and names, addresses, and phone numbers of four references to: Lila Fredenburg, Libraries Human Resources Officer, **Indiana University Libraries**, Main Library C-201, Bloomington, IN 47405; phone: (812) 855-8196; fax: (812) 855-2576; e-mail: lfredenb@indiana.edu. Review of applications will begin on October 16, 1998. The search will remain open until the position is filled.

LIBRARIAN FOR THE ONASSIS LIBRARY FOR HELLENIC AND ROMAN ART. The Department of Greek and Roman Art at the Metropolitan Museum of Art seeks a Librarian for the daily management and maintenance of the Onassis Library for Hellenic and Roman Art, currently under construction. Responsibilities include: working closely with the staff of Watson Library (the main library of the Museum) for cataloging and processing; working with curatorial staff to acquire books; maintaining the department's collection of periodicals; assisting in the organization, maintenance and access to departmental archives; providing reference service to library users; facilitating access to the collection; and, providing support for the effective use of online

resources. Qualifications include: MLS degree; library experience including demonstrated knowledge of AACR2, MARC format and RLIN; knowledge of electronic resources and experience in providing instruction in their use; knowledge of two foreign languages. Please mail letter of application and resume to: **The Metropolitan Museum of Art**, Department of Human Resources Box GRL, 1000 Fifth Avenue, New York, NY 10028-0198.

LIBRARY. The University at Albany is seeking a librarian to manage the operations of a highly automated Acquisitions Department which includes Monographs Ordering and Invoicing, Monographs Receiving, Serials and Periodicals Units, and to manage an acquisitions budget of approximately \$4 million per fiscal year. The Department Head provides leadership, training, and staff development for 14.5 FTE staff, sets goals, establishes priorities and work flow, and leads the ongoing review of departmental policies, procedures, and organization. Encourages and recognizes excellence. Fosters effective communication and teamwork within the department and with other departments within the Libraries. Leads the department in the evaluation and use of new technologies in a changing environment. Works cooperatively with other Technical Services department heads to facilitate communication and efficient work flow. Research, publication, and service to the libraries, university, and profession are expected to satisfy criteria for continuing appointment and promotion. Reports to the Assistant Director for Technical Services and Systems. Qualifications: Required: Graduate degree in librarianship from an ALA-accredited institution or foreign equivalent. Substantial acquisitions experience using an automated acquisitions system in a medium size or large academic library. Demonstrated managerial, planning, supervisory, leadership, communication, and interpersonal skills. Director knowledge of and experience with at least one of the national bibliographic utilities. Demonstrated ability to take and active role in planning and implementing system upgrades. Desired: Reading knowledge of at least one Western European language. The

successful candidate will have experience with many aspects of acquisitions such as monographic and serial information in all formats, approval plans, budget management, management of contracts and licenses, familiarity with MARC formats, and the purchase books with cataloging records, knowledge of standards and issues related to acquisitions, and trends in technical services and automation. Salary: Commensurate with education and experience. Minimum: \$40,000. Apply to: Christine M. Travis, Library Personnel Officer, University Libraries—UL 112, University at Albany, State University of New York, 1400 Washington Ave., Albany, NY 12222. Deadline: Review of letters of application and resumes will begin November 6, 1998. Please include the names, addresses, and phone numbers of three references that may be contacted. The University at Albany is an equal opportunity, affirmative action employer.

SCIENCE LIBRARIAN. A full-time, tenure-track appointment, available as soon as possible following the application deadline. The Science Librarian is one of 9.5 FTE faculty and staff who provide public and technical services in the Science Library, a collection of approximately 450,000 volumes in the natural and physical sciences, housed in Anschutz Library on the Lawrence campus. Responsible for providing reference service (including some evening and weekend hours), collection development/management and faculty liaison, bibliographic instruction, and coordination of circulation activities. (Full position description is available.) Required qualifications: MLS from an ALA-accredited program; subject background in or demonstrated knowledge of the sciences; academic or research library experience; strong commitment to public service; ability to work cooperatively and to foster teamwork; excellent oral/written communication skills; ability to work flexibly and creatively in a rapidly changing environment. Preferred qualifications: Academic background or library experience in the biological sciences; reference experience in the sciences; proven ability to provide bibliographic instruction; experience in collection development/management. Demonstrated supervisory skills are strongly preferred. Annual Salary: \$26,000-\$34,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, photocopies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean, University of Kansas Libraries, 502 Watson Library, Lawrence,

KS 66045-2800. Applications postmarked by October 30, 1998, will be given first consideration. Applications will be accepted until the position is filled. Visit the KU Libraries home page at www.lib.ukans.edu. An EO/AA Employer.

SOCIAL SCIENCE REFERENCE AND ELECTRONIC RESOURCES LIBRARIAN. Washington State University, Pullman, Washington. Currently vacant. Specific Responsibilities: Provide general reference in the humanities, social sciences, and business. Provide specialized reference in assigned subject areas. Perform collection development in sociology, child and family studies, and other assigned areas. Act as library liaison to the Sociology and Human Development departments. Provide general bibliographic instruction sessions, and specialized sessions in assigned areas. Monitor and maintain access to electronic resources. Aid subject specialist librarians in the selection of electronic resources. Aid librarians in the use of statistics generated by the library catalog, online databases, and other resources. Qualifications: Required: ALA-accredited MLS or its foreign equivalent. Degree or collection development experience in the social sciences. Reference experience in an academic, research, or large public library. Strong understanding of the issues created by the use of CD-ROMs, online databases, and PCs networked in a public service environment. Working knowledge of statistical software such as SPSS, SAS, Minitab, etc., or proven use of database software for statistical purposes. Demonstrated creative use of technology in problem solving. Preferred: Degree in sociology or human development. Teaching or bibliographic instruction experience. Experience with Windows NT. Experience with Innovative Interfaces, Inc. products. Knowledge of relational databases. Salary: From \$26,000 commensurate with qualifications and experience. Rank: Librarian 2; faculty status. Other Benefits: TIAA/CREF, broad insurance program, 22 days vacation and 12 days sick leave per year. Application review begins: November 16, 1998. Send letter of application, resume, and names and complete mailing addresses and phone numbers of three references addressed to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, P.O. Box 645610, Pullman, WA 99164-5610. WSU Libraries' home page is: <http://www.wsulib.wsu.edu>. WSU is an EEO employer. Protected group members are encouraged to apply.

Late Job Listings

DIRECTOR, OFF-CAMPUS LIBRARY SERVICES. Central Michigan University. OCLS is nationally recognized as a preeminent provider of off-campus library support services for extended learning programs, serving CMU's adult undergraduate and graduate students in over 70 locations in the United States and other countries including Canada and Mexico. To learn more about OCLS, visit <http://www.lib.cmich.edu/ocls>. Responsibilities: Directs reference assistance and library user instruction activities as well as a document delivery service for students and faculty in the off-campus academic programming of the university. Manages and evaluates a staff of eleven including six professional librarians in three locations (Mt. Pleasant, Michigan; Troy, Michigan; and Falls Church, Virginia). Provides departmental and library-wide leadership in the development of user services, technology planning and implementation, database selection, and collection development. Responsible for budget development and oversight, preparation of accreditation and licensure reports, and effective presentation of OCLS programs. Oversees the planning of the biennially-held *Off-Campus Library Services Conference*. Serves as a member of senior management groups for both the Libraries and the College of Extended Learning. This is a 12-month appointment. Minimum Qualifications: ALA-accredited MLS degree and at least five years professional academic library experience including reference service and experience in such areas as library user instruction, electronic database searching, collection development, and supervision. Experience with current and emerging library information technology applications. Excellent communication and interpersonal skills; willingness to travel by airplane and evidence of potential effectiveness in serving the academic library needs of adult learners; evidence of potential for managerial success. Desired Qualifications: Additional advanced degree. Library experience in an adult learner setting. Library management experience. Experience with document delivery systems. Salary commensurate with qualifications, minimum \$50,000. Benefits: CMU provides a healthcare package, life insurance, an excellent retirement program with tax deferred investment options, tuition waiver for employee and family, paid holidays, sick leave and vacation and competitive salaries in an environment committed to excellence and customer service. General Information: CMU is a state university offering undergraduate, graduate, professional and pre-professional programs with an enrollment of over 17,000 students. It is located in Mount Pleasant, a city of 25,000 in the central part of lower Michigan. Submit letter of application addressing

three references to: Chairperson, Selection Committee, Park Library 207, Mt. Pleasant, MI 48859. Position is available immediately. Applications will be accepted until the position is filled. Review of candidates' files will begin in mid-October 1998. CMU, an AA/EO institution, is strongly and actively committed to increasing diversity and providing equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight (see www.cmich.edu/aaeo.html).

ENTRY-LEVEL GENERALIST LIBRARIAN. New position: Ingram Library of State University of West Georgia seeks an entry-level generalist librarian with a strong public services commitment for a faculty position in its Instructional Services Division. Required: MLS from an ALA accredited institution, excellent interpersonal, written and oral, communication skills; Awareness of current trends and issues in library technology and electronic resources as well as traditional print resources; Commitment to service and educational role of academic library. Further information about this position at the State University of West Georgia is available at <http://www.westga.edu>. Information about the community can be seen at <http://www.carroll-ga.org>. Applications: Review of applications will begin October 16, 1998. Position available immediately. For questions, please call (770) 836-2360. Apply to: Chair, Librarian Search Committee, Ingram Library, **State University of West Georgia**, Carrollton, GA 30118. AA/EEO employer.

PERFORMING ARTS LIBRARIAN. The Libraries of The Claremont Colleges seek an enthusiastic and energetic Performing Arts Librarian for a full-time, twelve-month appointment, available immediately. Responsibilities: Develops the collections in music (supported by endowment income of over \$30,000 per year) with responsibility for dance and theatre as well, in traditional and electronic formats, working closely with faculty. Incumbent manages budgets in assigned areas of expertise; provides reference services at a general reference desk and in Special Collections; participates in library instruction program, including development of research materials and providing classroom instruction. Produces the annual Seymour Concert. Works in a team-oriented library organization by participating in planning, decision making and communication crossing functional lines in an increasingly electronic environment. Qualifications: MLS from ALA-accredited program; academic background in the performing arts with an appropriate advanced degree in music preferred; public service experience; experience in selection of materials and managing a budget preferred; knowledge of reference sources, both print and electronic; familiarity with Special Collections practices desirable; knowledge of HTML and web design; excellent oral and written communication skills; ability to work independently as well as closely with others; ability to work with a variety of people with varying levels of expertise, including undergraduate and graduate students; a commitment to the performing arts and a lively interest in the arts; ability to work effectively as a team member in a dynamic, rapidly changing environment. Salary: \$2,649.67 per month for appointment as Assistant Librarian. Salary for appointment at the Associate Librarian or Librarian level dependent on experience and qualifications. Application Deadline: Applications received by November 15, 1998 will be given first consideration. Applications will be accepted in electronic format. The Claremont Colleges are located at the foot of the San Gabriel Mountains in the city of Claremont, California (population 36,500), 35 miles east of Los Angeles. This consortium of seven colleges comprises a diverse academic community dedicated to fostering achievement, leadership, and life-long critical thinking. The Libraries participate in the learning and teaching ventures of the Colleges by building collections, establishing links to a global body of knowledge, and providing guidance to a wide range of resources. For additional information about the Libraries of The Claremont Colleges, visit our website: <http://voxlbris.claremont.edu>. Claremont University Center is an equal opportunity employer, committed to providing career opportunities to all people, without regard to race, color, religion, sex, age, national origin or disability. Send letter of application, full resume, and the names, addresses, telephone numbers and e-mail addresses of at least three references who are knowledgeable about your qualifications to: Alberta Walker, Associate Director, The Libraries of **The Claremont Colleges**, Honnold/Mudd Library, 800 Dartmouth Avenue, Claremont, CA 91711-3991; Email: awalker@rocky.claremont.edu.

HEAD, CATALOGING DIVISION. Indiana University Libraries, Bloomington Under direction of Director of Technical Services, will lead staff of approximately 50 FTE involved in

all aspects of cataloging for Main and Campus Libraries in Bloomington. (For a more complete copy of the posting, contact Lila Fredenburg at the address below and phone number listed below.) Qualifications: Required: ALA-accredited master's degree in library science, or equivalent combination of education and experience in academic library; demonstrated experience in one or more aspects of cataloging, preferably in more than a single academic library setting; significant involvement and understanding of current issues affecting cataloging on national and international level; broad knowledge of trends in technical services automation on both local and national levels; excellent written and oral communication and analytical skills; demonstrated skill and experience in supervising librarians, professionals, and support staff; good interpersonal skills and ability to participate as a member of the departmental management team and to direct the work of the cataloging teams; extensive experience with bibliographic utilities (OCLC, RLIN) and desktop utilities (Excel, Access). Preferred: MLS; experience with cataloging components of integrated library systems, particularly the NOTIS system, as well as knowledge of developments in new generation of local systems; familiarity with automated authority control processes and vendors and their application to local systems; experience in working with book vendors or bibliographic utilities in establishing shelf-ready/catalog-ready workflows; demonstrated record in pursuing creative solutions to library problems. Salary and Benefits: Salary negotiable and competitive, dependent upon experience, qualifications, and rank. Rank is Associate Librarian or Librarian. This is a tenure track academic appointment, which includes eligibility for sabbatical leaves. Benefits include university health care plan, TIAA/CREF retirement/annuity plan, group life insurance, and liberal vacation and sick leave. Available: November 15, 1998. To apply: send application letter application, professional vita, names, addresses, and phone numbers of four references to: Lila Fredenburg, Libraries Human Resources Officer, **Indiana University** Libraries, Main Library C-201, Bloomington, IN 47405. Phone: (812) 855-8196; fax: (812) 855-2576; e-mail: lfredenb@indiana.edu. Application review begins no later than October 15, 1998; search remains open until filled.

CURATOR OF THE BANCROFT COLLECTION (WESTERN NORTH AMERICA).

University of California, Berkeley, Associate/Full Librarian. \$38,688-\$65,472 (doq). The Bancroft Library at the University of California, Berkeley, is one of the largest and most heavily used libraries of manuscripts, rare books, and special collections in the United States. Responsibilities of the Curator of the Bancroft Collection include: collection development, reference and outreach, and collection management. MLS degree from ALA accredited library school or equivalent is required, as well as extensive archival management experience; strong experience in special collections development and management; substantial graduate work in the history of the western U.S. focusing on the 20th century, with emphasis on the social, environmental, or demographic changes that have characterized this period (Ph.D. desirable). See <http://www.lib.berkeley.edu/LHRD/curator.html> for more complete information. Closing date for applications: November 16, 1998. Send application, cover and list of references to: Janice H. Dost, Director for Library Human Resources, 447 Doe Library Annex, **University of California, Berkeley**, CA 94720-6000; FAX: (510) 642-8675; EOE/AA.

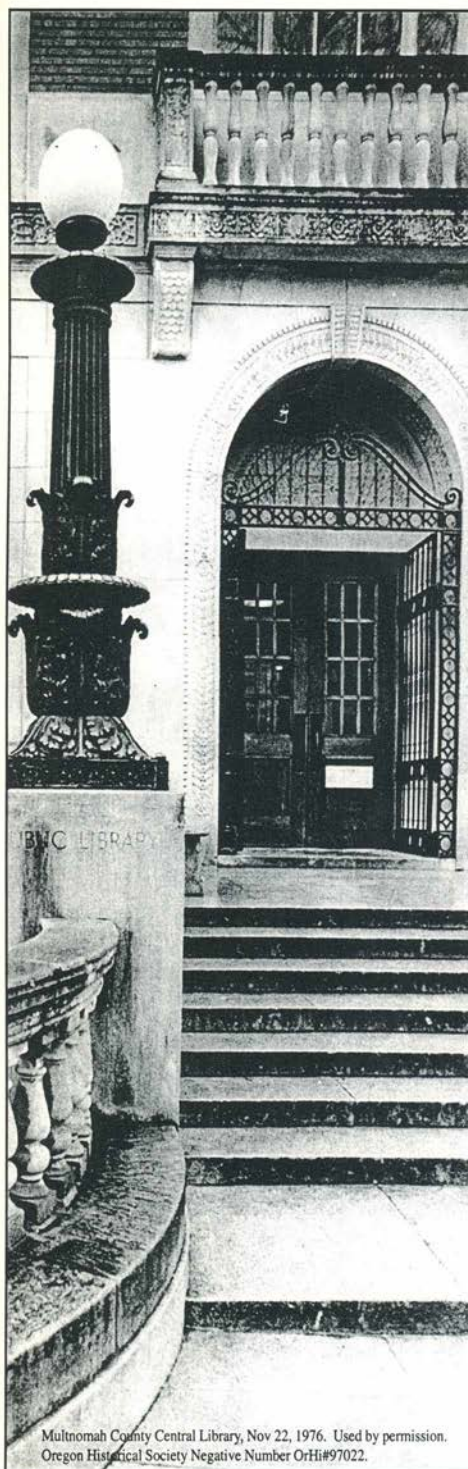
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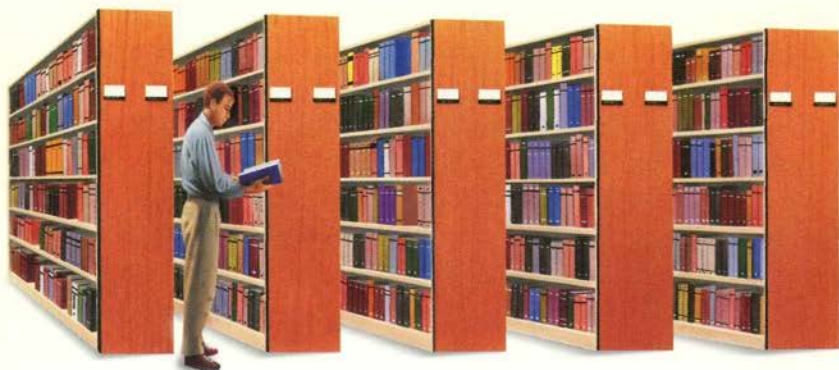
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