

# THE CLASSIFIED ADS

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

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

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

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

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

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

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

## POSITIONS OPEN

**ARCHIVES/RECORDS SPECIALIST.** Responsible for implementation of the University Records Management Program; acquisitions processing and description of University Archives materials; and reference assistance with all department collections. Reports to and receives general direction from the Head, Archives and Rare Books Department. Qualifications: 1) Professional education in archival administration and records management with either an MLS from an ALA-accredited library school or a master's degree in a related subject area. 2) Experience working with archival collections and automated databases. 3) Records management experience, including electronic information and record-keeping systems; 4) Ability to communicate clearly, both orally and in writing; and 5) Ability to work with patrons and staff. Salary and Benefits:

Salary range: \$25,000-\$29,000. Library faculty position. Tenure-track. Excellent benefits package including health, dental, life insurance as well as generous vacation and sick leave. Retirement program is Ohio Public Employees Retirement System. Tax-deferred annuity or 403B programs are available. Library faculty is represented by the University of Cincinnati Chapter, American Association of University Professors. Library information: University Libraries is composed of a central social science and humanities library, ten college and departmental libraries, and a media services center. The Archives and Rare Books Department is responsible for the Rare Book Collection of the University Libraries, the University Archives and Records Management Program, and archival collections. The collections serve as a resource for all segments of the University as well as the community and the scholarly world. The University Records Management Program provides assistance throughout the University in the inventory, scheduling, maintenance, and administration of records. Software, including microMARC, eBase, and WordPerfect, are used in the department for administrative and reference purposes and have been developed for linkage with larger systems. A staff of four is augmented with student assistants and assists with programs throughout the University Libraries. General information: Located on a metropolitan campus north of Cincinnati's central business district, the University of Cincinnati has approximately 35,000 students and an extensive number of graduate and professional programs. Application deadline: Applications must be postmarked no later than April 1, 1991. Please send the following information: 1) Letter of application stating qualifications for the position; 2) A resume listing education, experience, and relevant professional activity; and 3) The names, addresses, and telephone numbers of three references. Send to: Mark Weber, University Librarian for Personnel, University of Cincinnati, Mail Location 33, Cincinnati, OH 45221-0033. Fax: 513-556-0325. The University of Cincinnati is an affirmative action, equal opportunity employer.

**ASSISTANT DIRECTOR OF LIBRARIES FOR TECHNICAL SERVICES** (Search reopened) The University of Southwestern Louisiana Library is seeking applicants for the post of Assistant Director of Libraries for Technical Services. The Assistant Director reports directly to the Director of Libraries and is responsible for planning, developing, and administering the Technical Services Division including Original Cataloging, Collector Development, Acquisitions, Serials Record, and Processing sections. The Assistant Director recruits, trains, and evaluates Technical Services section heads. The Assistant Director plays a lead role in the continuing implementation of the DOBIS integrated library system, and participates in general library administration through planning, policy development, and resource allocation for all aspects of the library program. Qualifications include ALA-accredited MLS plus five or more years of experience in increasingly responsible positions in technical services within an academic or research library. Supervisory experience and broad knowledge of technical operations and procedures essential. Experience with implementation of automated library systems highly desirable; superior verbal and written skills are expected. A second master's degree and knowledge of one or more modern European languages are highly desirable. Appointment with faculty rank, status, and benefits. Salary commensurate with qualifications and experience. Minimum: \$37,000. Send letter of application and names of three references to: Donald L. Saporito, Director of Libraries, University of Southwestern Louisiana, 302 E. St. Mary Blvd., Lafayette, LA 70503. Applications will be accepted through April 15, 1991, or until position is filled. The University of Southwestern Louisiana is an equal employment opportunity, affirmative action employer.

**AUDIOVISUAL LIBRARIAN.** West Virginia University's Health Sciences Library seeks applicants for Audiovisual Librarian position. This position supervises a staff of two LTAs and is responsible for the acquisition, preparation and effective utilization of audiovisual materials and supervision of a computer laboratory. Minimum Qualifications: ALA-accredited MLS; strong service orientation; excellent oral and written communication skills; computer literate; some media training or experience. Minimum salary and rank: \$20,500, 12-month appointment; staff librarian and adjunct instructor, non-tenure-earning faculty position. TIAA/CREF, 24 days annual leave, and other excellent benefits. Review of applications will begin March 15, 1991, and will continue until position is filled. Starting date negotiable. Send letter of application stating qualifications; 2 copies of resume; and names, addresses, and telephone numbers of at least 3 professional references to: Robert

Murphy, Head of Search Committee, Health Sciences Library, West Virginia University, Morgantown, WV 26506. WVU is an affirmative action, equal opportunity employer.

**BIBLIOGRAPHER.** American History. Independent research library specializing in the History of American Business and Technology is continuing search for individual to develop its collections of books and serials. Requires advanced degree in American History or related field with demonstrated interest in subject field of collections; MLS or equivalent experience in library or book trade; and familiarity with bibliographic sources. Minimum salary is \$29,500 plus attractive benefits package. Please respond to: Human Resources Department, **Hagley Museum and Library**, P.O. Box 3630, Wilmington, DE 19807. EOE.

**CATALOGER.** This position is responsible for the original and complex copy cataloging of book and nonbook materials in a variety of languages according to LC classification and subject headings, AACR2, and OCLC MARC standards, and for the transfer of original cataloging records from the OCLC system to the Library's DOBIS system. The Cataloger performs original cataloging on USL theses and dissertations. The position reports to the Chief of Database Maintenance and Catalog Operations. Minimum Qualifications: ALA-accredited MLS. Familiarity with automated cataloging systems and cataloging experience in an academic library, reading knowledge of French, and interest in music cataloging are desirable. Appointment with faculty rank, status, and benefits. Initial appointment at rank of Instructor. Starting salary minimum \$22,000. Letter of application, resume, and names of three references will be accepted at the University of Southwestern Louisiana through May 31, 1991, or until position is filled, and should be addressed to: Donald L. Saporito, Director of Libraries, University Libraries, **University of Southwestern Louisiana**, 302 E. St. Mary Blvd., Lafayette, LA 70503. The University of Southwestern Louisiana is an equal employment opportunity, affirmative action employer.

**CATALOGER/CATALOG MAINTENANCE,** Assistant Professor (tenure-leading). Cataloging Department, starting July 1. 1) Be responsible for original cataloging of print and nonprint monographic materials in assigned subject and language areas; editing non-Library of Congress copy from the OCLC database, including procedures for Enhance and Upgrade; making series and name authority decisions for assigned subject and language areas; acting as a resource person for cataloging assistants in assigned subject area and foreign languages; and completing special assignments as necessary; 2) serve one-quarter time as resource person for the Cataloging Department's maintenance section, resolving nonroutine maintenance problems, providing cataloging expertise to the section, assisting the section head with training section personnel and writing procedural documentation, and coordinating special projects. Required: MLS from an ALA accredited library school; familiarity with OCLC or similar cataloging utility; knowledge of LC classification, LC subject headings, and AACR2; good working knowledge of one Romance language, preferably French. Preferred: One or more years of professional cataloging experience; experience in training; experience with an online catalog; good working knowledge of second foreign language. \$23,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus names and current addresses/telephone numbers of three references by April 15 to: Kent Hendrickson, Dean of Libraries, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. Affirmative action, equal opportunity employer.

**CATALOGER, IBERO-AMERICAN MATERIALS.** The University of New Mexico General Library seeks a cataloger for original and complex member-input cataloging in Spanish and Portuguese, and name and subject authority work. Individual in this position participates as a member of the Ibero-American Cataloging team and may have opportunities to participate in collection development. Required: Master's degree in Library Science from an ALA-accredited program. Two or more years of successful cataloging experience of monographs with AACR2, LC classification and subject headings. Working knowledge of OCLC or a similar utility. Excellent reading knowledge of Spanish, reading knowledge of Portuguese. Preferred: Academic background in Latin American fields with an emphasis on Brazilian civilization. Ability to work in a team environment. This is a 12-month tenure-track position at the

Assistant Professor rank. Minimum salary, \$26,000. Starting date, April 6, 1991. It is assumed that the incumbent in the position will comply with the Policies of the Faculty Handbook including research, publication, and service to the profession and community. The deadline for applications is March 20, 1991. Submit a resume (including names, addresses, and phone numbers for a minimum of three references) and letter of applications to: Rita Critchfield, Personnel Office, General Library, **University of New Mexico**, Albuquerque, NM 87131-1466. UNM is an equal employment opportunity, affirmative action employer.

**CATALOGING LIBRARIAN.** University of California, Riverside, Eighteenth-Century Short Title Catalogue for North America (ESTC/NA); ESTC/NA is a cooperative, computerized bibliography which will include records of all copies of books, tracts, broadsides, and ephemera published in England and its dependencies between 1701 and 1800. Cataloging librarian appointment salary

## Salary guide

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

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

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

## HISTORY OF MEDICINE LIBRARIAN WITH TEACHING RESPONSIBILITIES (MLS/PH.D.)

### Duke University Medical Center Library

The Duke University Medical Center Library is seeking a curator for the Trent Collection. This position will carry with it an appointment as Lecturer in the History Department and in the projected Josiah Charles Trent Program in the History of Medicine. Responsibilities in the Trent Collection include maintenance of the rare book collection, book selection, preparation of exhibits, reference work, and outreach to the Medical Center and other parts of the Duke University community. Responsibilities to the History Department include teaching one or two courses a year, participation in the intellectual life of the Trent Program, and some scholarly output.

Applicants should have a professional library degree and, preferably, several years experience in an academic library. A Ph.D. is also required, preferably in history of science or history of medicine, although we will consider applicants with degrees in other disciplines whose dissertation work concerned a topic closely related to history of medicine. Above all, Duke is looking for a librarian-scholar committed to making the Trent Collection relevant and useful to the growing community of historians of medicine in Durham-Chapel Hill area. Salary: \$35,000-\$50,000 per annum. Deadline for applications is **April 1, 1991**. Send curriculum vitae to:

**Peter C. English**  
Box 3675  
Duke University Medical Center  
Durham, NC 27710

range: \$28,668-\$31,596. Assistant Librarian I-III. Position description: Under the direction of the Assistant Director, ESTC/NA, the cataloger is responsible for 1) cataloging eighteenth-century English materials for inclusion in the ESTC special database in RLIN, 2) reviewing authority records to be contributed to the Library of Congress authority file, 3) overseeing some aspects of the maintenance and editing of the database, and 4) corresponding with the contributing libraries. Required: MLS from an ALA-accredited library school or the equivalent; experience or coursework in cataloging or the description of early printed materials. Preferred: Advanced degree in history or English with relevant specialization. Knowledge of classical languages, French, or German. Experience with OCLC or RLIN. Familiarity with the MARC format, AACR2, and rare book cataloging conventions. Send letter of application, resume, and list of three professional references to: Henry Snyder, Director, Center for Bibliographical Studies, **University of California**, 016-Rivera Library, Riverside, CA 92521-0154.

**CHIEF LIBRARIAN.** Excellent job for an excellent library chief. The Poynter Institute for Media Studies seeks a library director to manage its Eugene Patterson Library, a specialized journalism collection. The chief librarian will provide academic and administrative leadership; participate in strategic planning, oversee reference services, acquisitions and collection development, special collections, and special projects; manage a staff of five and a budget in excess of \$300,000. The Poynter Institute is an accredited institution chartered to raise levels of excellence in journalism by teaching seminars and conducting research in the areas of writing, graphics, print and broadcast news, ethics, and media management. The Patterson Library is a rapidly expanding journalism library and research center with numerous special collections. The chief librarian is a member of the Poynter Institute faculty, assists resident scholars in journalistic research, and serves a community of graduate students and journalism professionals. Minimum qualifications include an ALA-accredited MLS; at least five years professional library experience; strong management, leadership and communication skills; and a strong commitment to service. Familiarity with library automation and online services,

demonstrated ability as a writer, and potential for bibliographical scholarship would be highly desirable. An undergraduate or graduate degree in journalism or mass communications, or work as a practicing journalist or in a news library, would also be desirable. Salary will be highly competitive and commensurate with experience and qualifications. (That means the best and are willing to pay for it.) Benefits include medical and dental insurance programs, short- and long- term disability insurance, life insurance, fully paid pension plan, vacation, friendly and supportive colleagues, and a beautiful award winning building to work in on St. Petersburg's downtown inner harbor. The Institute particularly seeks minority candidates. To apply send names of three references by March 15, 1991 to: Roy Peter Clark, Dean, **The Poynter Institute for Media Studies**, 801 Third St. S., St. Petersburg, FL 33701.

**DIRECTOR OF INFORMATION AND ACCESS SERVICES.** University of South Florida at Sarasota/New College seeks to fill a Director of Information and Access Services position. This position requires an ALA-accredited master's degree, has faculty status, and is non-tenured. Responsibilities: Provides planning, leadership, and assessment for the Information and Access Services department of the library, including reader service, reserve service, circulation, interlibrary loan service, literature searches, bibliographic instruction, special services; shares in collection development and liaison to departments; participates fully in professional public service activities; preserves/maintains professional involvement; and provides service to the university and community. Qualifications: Desirable candidate will have a proven leadership record with staff and in the profession; demonstrated organizational skills; ability to deal with changing priorities based on client needs and organizational demands; excellent oral and written communication skills; ability to relate well to supervisor, co-workers, students, faculty, and administrators; broad knowledge of information technologies; and a minimum of five years of increasingly responsible library experience, preferable in the area of reference and access services as an assistant department chair or higher. Deadline for postmark: April 5, 1991. Position is available June 1, 1991. Salary range: \$29,500-\$32,500. Submit letter of

## PUBLICATIONS PROGRAM OFFICER

Association of College & Research Libraries

The Association of College and Research Libraries (ACRL), a division of the American Library Association, is seeking candidates for the position of Publications Program Officer. The ACRL Publications Program Officer coordinates the communication, promotion, and marketing of ACRL's products and services; manages all aspects of ACRL's non-periodical publications program; assists the editor and publisher of *C&RL News*; coordinates ACRL's standards and guidelines program; plans, implements and coordinates special projects such as data collection; and provides advisory services to the library profession and related organizations and government agencies.

The Publications Program Officer plans, develops, and implements long-range and annual marketing and communications plans for the Association; writes, edits and designs a monthly newsletter; develops and manages a non-periodical publications program, publishing 10 new titles each year; writes and edits, manuscripts and articles for *C&RL News*; and serves as staff liaison to ACRL committees and sections.

Position requirements: Required: MLS degree in librarianship from an ALA-accredited program; knowledge of librarianship as evidenced by at least 2 years experience beyond the MLS degree; excellent oral and written communication skills. Highly desirable: experience with electronic publishing using a desktop publishing system; experience in academic librarianship. Applicants must demonstrate an ability to work effectively with a wide range of groups and individuals and a sensitivity to working with a volunteer membership organization.

Salary range: \$28,800-\$44,600; will be appointed at a salary below the midpoint of the range, based on the successful candidate's salary history.

Benefits: Attractive fringe benefits include 4 weeks paid vacation, medical and dental insurance, and TIAA-CREF, with 100% association matching and immediate vesting.

Closing date: **April 15, 1991**. Applicants should submit a letter of application; resume; and names, addresses, and phone numbers of three references to:

**American Library Association  
Human Resources  
50 E. Huron St.  
Chicago, IL 60611-2795**

The American Library Association is an affirmative action, equal opportunity employer. Applications are invited from ethnic minorities, veterans, and handicapped individuals.

application, complete resume, and three (3) current letters of professional recommendation to: Lucy Carroll, Search Committee, Jane B. Cook Library, **University of South Florida**, Sarasota, FL 34243. Equal opportunity employer.

**DIRECTOR OF LIBRARY AUTOMATION.** Supervises Library Systems Office and has managerial responsibility for all automation and systems programs. Oversees the ongoing installation of a NOTIS-based integrated bibliographic system (PEGASUS), working with the Library departments to determine hardware requirements, installation and training for staff, and setting priorities for campus programmers assigned to work on the system. Provides technical support for Library personal computer usage, assisting in equipment and software selection and use. Under the direction of Library Administration, develops and monitors Library automation budget. ALA-accredited MLS preferred, other academic background and relevant experience in research library operations may also be considered. Required: experience with integrated library systems (preferably NOTIS); knowledge of MARC record structure; familiarity with current developments in library automation; experience in developing and managing budgets. Salary range \$43,992-\$62,800 DOE. Applications will be reviewed starting April 15, 1991. Send resume to: Detrice Bankhead, Assistant University Librarian-Personnel, **University of California, Santa Barbara**, CA 93106.

UCSB is an affirmative action, equal opportunity employer. Proof of U.S. citizenship or eligibility for U.S. employment required prior to employment.

**DIRECTOR OF THE LIBRARY.** St. Francis Seminary of the Roman Catholic Archdiocese of Milwaukee, invites applications for the position of Director of the Salzmann Library. The library has a collection of 65,000 volumes and subscribes to over 365 periodicals. St. Francis Seminary is a graduate institution which offers M. Div. and MA degrees in preparation for ordained and lay ministries in the church. Responsibilities: Overall administration of the seminary library, including collection development, effective use of library materials, personnel management, and budgeting. Qualifications: A master's degree in Library Science from an ALA-accredited institution; five years experience in an academic library and 2-3 years experience in administration. Theological background is required. The director is also responsible for the cataloging of 1,500-2,000 books/items per year. Competence in the use of LC classification and OCLC terminals and knowledge in information technology is essential. Starting Date: July 1, 1991. Closing Date for Applications: April 15, 1991. Please send a letter of application, resume, and three references to: Barbara Turner, **St. Francis Seminary**, 3257 S. Lake Dr., Milwaukee, WI 53207. St. Francis Seminary is an equal opportunity employer.

**GENERAL REFERENCE LIBRARIAN.** Responsible for providing reference service at a general reference desk, working with automated reference services (online and networked CDs), participating in established library instruction program and collection development in assigned disciplines. Some evening and weekend hours required. Required: MLS from an ALA-accredited library school. Preferred: Subject master's in the humanities. Proficiency in one or more Western European languages. Benefits: Paid health and dental insurance, TIAA-CREF. Reduced tuition, 25 days vacation, and generous professional development time, sick and holiday leave, academic leave possible after three years of employment. Additional fringe benefits. Salary: \$20,000 expected increase July 1, 1991. Deadline for applications: April 21, 1991. Submit letter of application, resume and names, addresses and telephone numbers of three references and/or Placement Bureau address by April 21, 1991, to: Kathy Ann MacDougal, 1330 Marriott Library, **University of Utah**, Salt Lake City, UT 84112. The University of Utah is an equal opportunity, affirmative action employer. Women and minorities are encouraged to apply.

**HEAD, ACQUISITIONS DEPARTMENT.** The University of Saskatchewan Libraries invites applications for the new position of Head, Acquisitions Department. Responsibilities: Reporting to the Associate Librarian, together with other technical services departments, the head manages a centralized service department of 15 FTE staff with overall responsibilities for the ordering and receiving of monograph and serials acquisitions in all formats purchased from a materials budget of over \$4 million. The Head formulates goals, plans, implements, and evaluates internal policies and procedures and coordinates the activities of the department with the technical services and collection development activities of other departments. Liaison with the Assistant Director (Collection Management and Budget), other Library Departments, and with subject selectors and branch librarians is a major responsibility. Keeping aware of current publishing and pricing trends, the head maintains efficient business arrangements with vendors and publishers; and provides analysis of expenditures, vendor performance, and pricing. The head plays a key role in the planning and operation of automated acquisitions; selection in a subject area to

## **PRESERVATION ADMINISTRATOR (SEARCH REOPENED)**

**Washington University in St. Louis  
Olin Library System**

The Olin Library System of Washington University in St. Louis is seeking a creative and service-oriented individual as Preservation Librarian. The Olin Library System is engaged in a multi-year project of strengthening and expanding its collections and services to correlate with the University's program of enriched research and teaching activities. The Olin Library System consists of a large central library and eight satellite subject libraries.

This position is responsible for implementing and updating the Library's Preservation Policy and Three Year Plan and reports to the Head of Collection Development Services. The library is in its third year of a preservation grant from the Burlington Northern Foundation, and the University is a financial contributor to the Commission on Access and Preservation. The Preservation unit includes 7 full time staff with responsibility for commercial binding, in-house repair, environmental monitoring, disaster preparedness, user and staff education, and preventive preservation strategies and regional cooperative efforts.

Qualifications: Candidate must have an MLS from an ALA-accredited library school; supervisory experience, preferably in a research library environment; experience with automated systems; excellent communication skills; strong commitment to patron service and interinstitutional cooperation; an understanding of the information needs of a research university; and the ability to work effectively in a collegial manner in a changing environment. Salary: \$25,000+, depending upon qualifications and experience.

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

**Virginia F. Toliver  
Director of Administration and Planning  
Olin Library  
Campus Box 1061  
One Brookings Drive  
St. Louis, MO 63130-4899**

Position will remain open until filled; initial review of applications will begin **May 1, 1991**.

Washington University is an affirmative action, equal opportunity employer.  
Employment eligibility verification required upon hire.

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## STAFF DEVELOPMENT OFFICER (SEARCH REOPENED)

### Washington University in St. Louis Olin Library System

The Olin Library System of Washington University in St. Louis is seeking a talented and creative individual to direct its Staff Development Program. As an organization undergoing both change and development, the establishment of an effective training program for staff is essential. Ours will be a comprehensive, multi-year program for the system which consists of a large central library and eight satellite subject libraries.

The Staff Development Officer is responsible for developing and coordinating the Library's staff development program, assessing needs, and implementing library-wide activities to address these needs; planning, designing, and conducting in-house training programs; conducting job analyses; and evaluating program effectiveness on an ongoing basis.

Qualifications: MLS degree from ALA-accredited Library School, preferred. Academic background in adult education, human resources, psychology, or counseling preferred. Group training experience required. Understanding of the role of the research library in higher education. Expertise in library operations; academic library experience, preferred. Strong interpersonal skills. Sensitivity and responsiveness to staff needs. Excellent oral and written communication skills. Minimum salary: \$23,500.

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

**Personnel Office  
Washington University  
Campus Box 1184  
One Brookings Drive  
St. Louis, MO 63130-4899**

Position will remain open until filled; initial review of applications will begin **April 1, 1991**. Employment eligibility verification required upon hire.

Washington University is an equal opportunity, affirmative action employer.

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be negotiated may also be assigned. The head is a member of the Library Management Advisory Committee and is expected to participate in university and collegial library committees and task forces as appropriate. Qualifications: A degree from an accredited library school; several years of library experience with demonstrated library supervisory and management skills; substantial knowledge of the book trade as well as of automated acquisitions, fund accounting, and serials control in an academic or research library. Ability to provide leadership in a changing environment is essential as are strong interpersonal skills and the ability to work well with library staff and outside vendors. Working knowledge of at least one modern European language is required; additional languages desired. Salary and rank: Librarians are members of the Faculty Association and terms and conditions of work are determined by the Collective Agreement between the Association and the University. The position is available immediately and will be filled at the rank of Librarian III. The 1990/91 salary range is \$38,436-\$49,174 plus an administrative stipend of \$1,407. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents. The University is committed to the principals of Employment Equity. The University of Saskatchewan Libraries consist of a main library and seven branch libraries with over 1.4 million printed volumes and 2.6 million items in microform, government documents, and

pamphlets. The libraries 177 FTE staff serve over 20,000 faculty, students, and community users. Services include an integrated library information system (Geac) as well as a variety of additional networked information services. Applicants should send a complete resume and the names of at least three references to: Paul Wiens, Director of Libraries, **University of Saskatchewan**, Saskatoon, Saskatchewan, S7N 0W0. Deadline: April 15, 1991, or until filled.

**HEAD, CIRCULATION AND ACCESS SERVICES DEPARTMENT.** General Libraries, Emory University. Available: May 1991. Responsibilities: Plan, organize, and direct the work of the Department and participate in the process of overall planning for Public Services in the 1990s. Exercise key role in coordinating circulation system activities for all Emory libraries, including additional development of the existing circulation subsystem of the DOB/S integrated library system. Work with other Emory public service units in the development and implementation of document delivery services. Reports to the Director of Public Services. Qualifications: MLS or equivalent from an ALA-accredited school; minimum of three years relevant experience in a university or public research library, including circulation and stack management; experience with an automated circulation system, preferably an integrated system; demonstrated supervisory and managerial competency;



strong interpersonal, communications, organizational, and analytical skills. Circulation and Access Services Department and the General Libraries: The Department is responsible for all aspects of the circulation of library materials in the Woodruff Library; for stack management and planning, including storage facilities; for exit desk policies and procedures; for management of user access; and for the implementation of security and emergency policies. The staff includes some twenty general staff positions and approximately twenty-five student assistants. The collections of the General Libraries total 1,200,000 volumes (over 2,000,000 volumes for all Emory Libraries). The staff totals approximately 150. Other resources are available in separate libraries for law, health sciences, theology, and Oxford College. The Emory Libraries are members of the Association of Research Libraries and participate in OCLC and RLG. Beginning Salary: Dependent upon qualifications and experience, minimum for Librarian II, \$25,000; minimum for Librarian III, \$30,000. Comprehensive benefits package, including TIAA/CREF. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Paul M. Cousins Jr., Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline is May 1, 1991. Emory University is an equal opportunity, affirmative action employer.

**HEAD, INTERLIBRARY LOAN.** Overall coordination and supervision of the Interlibrary Loan section, including six staff and 4 FTE students, formulating policy, implementing new technologies, serving as Midcontinent coordinator for the Nation Agricultural Library's Regional Document Delivery System, and liaison to the State Library. Possible reference and bibliographic instruction duties. Iowa State University's growing ILL section is a net lender with a strong reputation for excellent service. ALA-accredited MLS; minimum of two years relevant professional experience in a major academic library; effective communication and interpersonal skills

with staff and public; demonstrated ability to supervise and direct work of staff; ability to view issues broadly; understanding of and commitment to library automation, equal opportunity, and affirmative action. Preferred: Previous experience in interlibrary loan; knowledge of current and developing practices in interlibrary loan; knowledge of automated systems (particularly NOTIS and OCLC); reference experience. \$25,000 minimum, competitive benefits. Iowa State offers a positive environment for career growth and challenge. Ames supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas of its size in the country. Review of applications will begin April 12, 1991, and will continue until an adequate pool is developed. Submit letter, resume, and the names, addresses, and telephone numbers of three references to: William K. Black, Assistant Director for Administrative Services and Personnel, Iowa State University, 302 Parks Library, Ames, IA 50011-2140. Iowa State University has a strong commitment to equal opportunity and affirmative action. Members of protected classes are especially encouraged to apply. Iowa State University is an equal opportunity, affirmative action employer.

**HEAD OF PERIODICALS,** Lane Medical Library, Stanford University Medical Center. Provides overall coordination and supervision of Periodicals Department (2.8 FTE), including considerable involvement with MARC records, systems, and microcomputers. ALA-MLS or equivalent required. Job description/selection criteria available upon request. Rank: Asst./Associate Librarian. Salary: \$31,272-\$36,000. Applications accepted through March 31, or until filled. Send a letter detailing qualifications, resume, and the names/addresses of 3 references to: Dick Miller, Systems Librarian and Head of Technical Services, Lane Medical Library, Stanford University Medical Center, Stanford, CA 94305-5323 (415) 723-7939. EOE/AA.

## DIRECTOR OF THE BANCROFT LIBRARY

The University of California, Berkeley

The Bancroft Library, a major division of the Library at the University of California, Berkeley is one of the largest and most heavily used collections of manuscripts, rare books, and other special material in the United States. It includes the Bancroft Collection of Western North America, Mexico, and Central America, the Rare Books Collection, the Mark Twain Papers and Project, the Regional Oral History Office, and the University Archives. Bancroft has 400,000 volumes, 54,000,000 manuscripts, 2,300,000 photographs and other pictorial materials, and 70 employees, not including student assistants.

The Director of the Bancroft works within the context of library and information resources on the Berkeley campus and reports to the University Librarian. Qualified candidates will have an academic appreciation of the Bancroft's distinctive collection, commitment to its efficient operation, and a demonstrated ability to raise funds and coordinate development programs. Applicants must have a Ph.D. in a field related to the Bancroft's collections or advanced degrees in librarianship or archival management from an ALA-accredited school.

Candidates apply in writing, including a complete resume and the names and addresses of three references to:

Screening Committee  
Director of the Bancroft Library  
Library Human Resources Department  
447 the Library  
University of California, Berkeley  
Berkeley, CA 94720

Salary negotiable; position open until filled.

EEO/AA.



## LIBRARIAN FOR AUTOMATED SYSTEMS

Linda Hall Library

Linda Hall Library, the independent research library of science and technology, invites applicants for the new position of Librarian for Automated Systems. The position reports to the Director of the Library.

**Summary of position:** The Librarian for Automated Systems will assume primary responsibility for planning, implementing, and maintaining an integrated online system for the Library. Other duties include reviewing all proposals for computer applications; developing and monitoring the automation budget; developing a long-range automation plan; selecting books and journals in computer technology; participating in the formulation of general library policy; supervising staff training in automation; representing the library to vendors, other libraries, and professional organizations.

**Qualifications:** Minimum qualifications include a graduate degree in library or information science from an accredited program; direct experience with all major aspects of library automated systems; knowledge of current and emerging technologies; the ability to work closely with a wide variety of colleagues.

**Salary:** Salary and benefits are competitive.

**Working environment:** Linda Hall Library, an ARL member, is the nation's only independent research library of science and technology. It has a preeminent collection of over 600,000 volumes, including an especially strong serials collection of over 39,000 titles. It is privately endowed and open to the public, and has a staff of 61 FTE. The 180,000 square foot library stands on 15 beautiful acres in the midtown educational and cultural center of Kansas City, Missouri. The library is a member of OCLC and the Independent Libraries Association, ALA, and SLA. The Library is an equal opportunity employer.

**Application procedure:** Qualified candidates are asked to respond to this announcement by sending a complete description of work experience, education, and other pertinent information. Applications will be accepted immediately until the position is filled. Applicants should reply to:

**Louis E. Martin, Director  
Linda Hall Library  
5109 Cherry St.  
Kansas City, MO 64110**

**HEAD OF REFERENCE/COORDINATOR OF LIAISON PROGRAM.** James Madison University is seeking a Head Reference Librarian who will also be responsible for coordinating its Liaison Program: twelve-month, tenure-track faculty position with rank; benefits—20 days vacation, paid BCBS health insurance. Retirement (State or TIAA/CREF) with the University making full contribution. Salary range—\$40,000+. Position has three major responsibilities. (1) Reference services; (2) Coordinator of the Library's Liaison Program—the Library's primary outreach effort to the University; (3) Serve as a major spokesperson for incorporating information technology into reference services and liaison activities. The position reports to the University Librarian. Qualifications and Experience: minimum of three years experience as a reference librarian, open management style, evidence of strong supervisory abilities, and a demonstrated ability to serve as a leader in building on existing programs of information technology. ALA-accredited MLS degree. Applications for position: resume, three references including telephone numbers. Position available July 1, 1991. Applications will be reviewed by the Search Committee beginning April 15, 1991. Send to: Dennis E. Robison, University Librarian, Carrier Library, James Madison University, Harrisonburg, VA 22807. James Madison University is an affirmative action, equal opportunity employer.

**HEAD, REFERENCE DEPARTMENT/Search Extended.** Drew University Library seeks an experienced and innovative librarian with public service background and knowledge of technology to lead its reference program beginning July 1991. We expect the successful candidate to plan, organize, and participate in a strong program of traditional and electronic-based reference service, including bibliographic instruction, reference counterwork, including evenings and weekends, online reference service, and collection development. The Head of the Reference Department reports to the Coordinator of Access Services and supervises 2.2 FTE reference librarians. Requirements: ALA-accredited MLS degree; 5 years increasingly responsible public service experience in academic or research libraries, strong interpersonal and communication skills, experience in automated systems relating to reference services; competence in design and delivery of user education services; and supervisory and management experience, including supervision of librarians. Desired competencies: Advanced degree in humanities discipline; collection development experience; experience in introducing innovation in academic libraries; and proven ability to work with faculty to implement library instruction. Drew University is a selective liberal arts university with a College of Liberal Arts, a Graduate School, and a Theological School. The library has over 400,000 volumes and a large U.S.





## **HEAD, REFERENCE AND INFORMATION SERVICES**

**The University of Tennessee, Knoxville**

The University of Tennessee, Knoxville Libraries invites applications and nominations for the position of Head, Reference and Information Services. The department is the primary informational services component of the University libraries providing assistance to all academic subject disciplines except Law.

**Responsibilities:** Manages the Reference and Information Services Department (RIS) which provides information services to faculty and students in all disciplines except Law. Responsibilities include managing a department with 20 library faculty and eight support staff, whose duties include general and subject oriented reference services, database search services, library instruction, and library-wide collection development. Government Documents and Microforms is a unit within the department. Works with a team of six coordinators in RIS to identify needs, establish priorities, and plan, implement, and evaluate programs. Provides leadership in developing innovative reference services. Oversees the development and growth of RIS faculty. Advises and reports to the Associate Dean for Public Services.

**Qualifications:** Required: ALA-accredited MLS degree; substantial professional experience in an academic or research library; extensive knowledge of reference sources and collection development practices and procedures; demonstrated ability to provide leadership in climate of change. Strong commitment to providing quality services; clear knowledge of new technologies and their applications in enhancing user services; excellent oral and written communications skills; effective interpersonal skills including the ability to work with faculty, administrators, and library staff; and evidence of professional and scholarly activity. Preferred: At least five years as a reference librarian and/or supervisory experience in a large academic or research library.

**Environment:** the University of Tennessee is a multi-campus system of higher education and the State's official university and federal land-grant institution. UT, Knoxville is the major comprehensive university in the four campus system. More than 19,500 undergraduate and 5,250 graduate students are enrolled in 15 colleges and schools and 51 PhD programs.

The UT, Knoxville Libraries, with an annual budget in excess of \$8.2 million, hold 1.7 million volumes and receives over 1800 current serials. The libraries system includes the John C. Huges Library and six branches. The Huges Library facility was completed and occupied in September, 1987. Over 300 persons are employed. The libraries is a member of SOLINET, the Association of Research Libraries, and the Center for Research Libraries.

**Salary and Benefits:** Appointment salary will be based on qualifications and experience with a minimum of \$40,000. Faculty rank will be Associate Professor. Librarians at the University of Tennessee, Knoxville have faculty rank and status and are appointed for 12 months. This is a tenure-track appointment. Library faculty must meet university requirements for promotion and tenure. Faculty have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the university. Group health and life insurance plans are available. Tuition remission is available to employees; partial undergraduate remission is available to dependent children and spouses of UT employees.

Review of applications will begin on **April 15, 1991**, and continue until the position is filled. Send letter of application, resume and addresses of three references to:

**Jill Keally, Head  
Library Personnel Office  
The University of Tennessee Libraries  
1015 Volunteer Blvd.  
Knoxville, TN 37996-1000**



Library, Evanston, IL 60208. Northwestern University is an equal opportunity, affirmative action employer. Employment eligibility verification required upon hire.

**LIBRARIAN, AFRICAN-AMERICAN COLLECTION.** Hillman Library. A faculty librarian responsible for development of the Library's reference and circulating collections in the fields of African-American literature, performing arts, history, civil rights, slavery, and other relevant subjects. Some collection development for Africa and the Caribbean is included. Delivers a wide range of services, such as specialized and general reference, library instruction, database searching, etc., to students, faculty, and members of the public. Active liaison with Black Studies Department. Reports to the Head of Public Services, Hillman Library. Requirements: MLS from an accredited library school and some academic or work-related background in African-American studies or collections. Reference skills essential. Demonstrated experience with online systems and familiarity with CD-ROM technology. Excellent oral and written communications skills. Willingness to work some evenings and/or weekends. Terms of appointment: Rank of appointment as a faculty librarian would be commensurate with qualifications. Salary range: \$20,000-\$30,000. Applications must be received in writing, including a resume and three letters of recommendation on or before March 15, 1991. Address reply to: Secretary, Search Committee (Afro-American), 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. The University of Pittsburgh is an affirmative action, equal opportunity employer. Minorities are especially encouraged to apply.

**LIBRARIANS:** Two "Compleat Librarians" needed for reference, instruction, collection development, cataloging, database searching, etc., with business or science experience a plus. Positions include involvement in library services/operations. The library has 10 librarians and 18 staff, an integrated library system, 300,000 titles, and 1,900 subscriptions for 5,000 students and 200 plus

faculty. We seek two self-motivated individuals (one of whom has a cataloging background) with experience in two or more of the library services listed above and an ALA/MLS. Faculty status/rank requires usual obligations; tenure requires a second subject master's. Excellent benefits include TIAA; 12-month contract. Minimum salary \$30,000. Applications reviewed beginning March 15 and will continue until the positions are filled; targeted starting date is July 1. Apply with letter, resume, and names, addresses, telephone numbers of three references to: Ross Stephen, Director of Library Services, Rider College Library, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-3099. AA/EOE.

**LIBRARY AUTOMATION COORDINATOR** (Reopened search). Position: 1) Proposed appointment: Assistant/Associate Librarian or Systems Analyst (depending on qualifications). 2) Anticipated date of appointment: August 1, 1991 or as soon thereafter as possible. 3) Salary range: \$39,940-\$55,435. Placement on the salary schedule depends on academic preparation and professional experience. 4) Benefits: An attractive package of fringe benefits valued at approximately 30% of gross salary in addition to base salary. 5) Specific position characteristics: This will be a full-time, permanent, twelve-month appointment. The Library Automation Coordinator is the central figure in the Library's continuing automation program. He/she is an important member of the Library's administration. Responsibilities include coordinating the implementation of, and training for, a comprehensive integrated online system for a library containing over half a million titles; chief responsibility for implementation of, and training for, microcomputer applications (including personal computers and CD-ROMs) throughout the library; coordination, and evaluation of existing automation activities; research and development of new automation activities. All responsibilities and assignments necessitate a consultative approach. Qualifications: 1) Academic preparation: The minimum requirement for appointment to a faculty position is an ALA-accredited MLS (or its equivalent). The minimum require-

## INSTRUCTIONAL MATERIALS CENTER LIBRARIAN



CENTRAL MICHIGAN  
UNIVERSITY

Coordinates the daily library operation of the Instructional Materials Center (IMC). The IMC houses print, nonprint, and microcomputer materials; it contains both K-12 curriculum materials and the university library's children's and young adult literature collection. The IMC serves a varied clientele of on- and off-campus users. The IMC Librarian's duties include cataloging, technical processing, automated circulation, reference service, collection development, bibliographic instruction, and training and supervision of student assistants; the position may include some teaching. This person works closely with the education bibliographer of the university library. Required: ALA-accredited MLS degree, two years experience working with K-12 library or classroom setting, knowledge of K-12 microcomputing resources and children's literature. Preferred: Media production experience, teaching experience, and a second advanced degree in a relevant discipline. Twelve-month, tenure-track, faculty appointment. Salary and rank according to academic credentials; minimum salary of \$28,000. Research and publication expected for tenure and promotion.

Submit letter of application, resume, and names, titles, addresses, and telephone numbers of three references to:

**Chairperson  
Selection Committee  
207 Park Library  
Central Michigan University  
Mt. Pleasant, MI 48859**

Applications and nominations will be accepted until the position is filled.

CMU (AA/EEO institution) encourages diversity and resolves to provide equal opportunity regardless of race, sex, handicap, sexual orientation, or other relevant criteria.

ment for appointment to a staff position is a relevant degree from a four-year college or university. 2) Professional experience: This is not a beginning professional position. Substantial experience with library automation in an academic library and/or with a major system vendor is required. Demonstrable communication and organizational skills are required. Preferred qualifications include: knowledge of computer hardware/software; experience in planning and implementing library online systems; knowledge of CD-ROMs, personal computers, and national and local area networks. Strong preference will be given to candidates with the ability to relate to a culturally and ethnically diverse student population. Applications: Correspondence, applications, and confidential papers should be sent to: Tom Ebert, Search Committee Chair, Henry Madden Library-Administrative Office, **California State University, Fresno**, Fresno, CA 93740-0034. Phone: (209) 278-2403. Filing deadline: To ensure full consideration, applicants are encouraged to have all application information on file by May 15 1991.

**LIBRARY DIRECTOR.** University of Montevallo, Montevallo, Alabama. The University of Montevallo invites nominations and applications for the position of Library Director, which will become available September 1, 1991. The University of Montevallo is state supported and predominantly undergraduate with an enrollment of 3100 students in 75 program majors. Graduate study in selected fields is offered at the Master's and Educational Specialists levels. The University is located 32 miles south of Birmingham in the most rapidly developing area of the state. The Library director reports to the Provost/Vice President for Academic Affairs and is a member of the Academic Council. The director oversees a staff of 10 and a collection of over 200,000 volumes. Qualifications: MLS from an ALA accredited library school required; earned doctorate preferred; at least 10 years experience in academic libraries, of which at least five years shall have been in a responsible administrative position which includes supervision of library staff. Candidates

should offer the following: experience and leadership in formulating policy and administering programs covering a range of library operations; effective interpersonal skills; a strong service orientation; experience planning and implementing library automation; a record of professional activity and achievement. Salary is competitive and commensurate with experience. Screening will begin March 15, 1991, and will continue until suitable applicant is found. Applications with letter of intent, resume, and at least three references should be submitted to: Justin Fuller, Chair, Search Committee, Station 6180, **University of Montevallo**, Montevallo, AL 35115. The University of Montevallo is an affirmative action/equal opportunity employer. Applications of women and minorities are encouraged.

**LIBRARY GRADUATE ASSISTANTS FOR 1991 ACADEMIC YEAR.** Mankato State University Library is seeking individuals who possess either an MLS or MA in Library Science and who wish to work on a subject master's degree while gaining valuable professional experience in an academic library. MSU offers master's degrees in over 60 academic disciplines. Graduate assistantships are internships in the discipline of your choice. Graduate assistants supervise student workers and perform other professional services in the public and technical services of the library. Public service positions include reference, government publications, online database searching, interlibrary loan, educational resource center, media production, circulation, maps, periodicals, and bibliographic instruction. Positions in the technical services include, acquisitions, cataloging, and library research. Successful candidates must show evidence of demonstrable working experience in one of the areas listed. A full assistantship averages 20 hours of work and pays at least \$163 per week for 34 weeks of the academic year. Eleven-month assistantships are also available with additional compensation. Additionally, graduate assistants qualify for in-state tuition and for at least one-half tuition remission

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## HEAD, SLAVIC DIVISION

### Harvard College Library

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Applications and Nominations are invited for the post of Head of the Slavic Division, Harvard College Library.

Reporting to the Head of the Area Studies Department, the incumbent is responsible for the leadership and management of the Division including collection management and technical services. One of the largest Slavic collections in the Western world, located in Widener Library, the Division supports the research needs of the Faculty of Arts and Sciences, and scholars associated with the Russian Research Center and the Ukrainian Research Institute.

Requirements: MLS or equivalent; strong educational background in Slavic Studies including knowledge of several Slavic languages; demonstrated successful academic/research library management experience; expertise in library management including collection development, strategic planning, fiscal management, information technology, technical services, personnel, and fund raising; understanding and appreciation of research in Slavic Studies; strong interpersonal and communications skills including the ability to interact effectively with a varied constituency; ability to create and sustain a goal-oriented environment.

Available Spring 1991. Anticipated hiring salary high 40s to mid 50s DOQ. To apply please send a letter of interest, resume, and the names of three references to:

**Susan Lee, Associate Librarian  
of Harvard College Library for Personnel  
Widener 98  
Harvard University  
Cambridge, MA 02138**



An equal opportunity, affirmative action employer.

of 6 to 12 graduate credits per quarter during the academic year. Mankato State University Library, a dynamic information center for 16,000 students and area users, has a staff of 25 librarians, 20 graduate assistants, and over 150 student workers. Memorial Library is home of the PALS total library system, a nationally known integrated library system featuring an online catalog, a circulation system, an interlibrary loan module, a serials control system, an acquisition system, and external files such as ERIC. Authority control and inventory control are under development. A letter of application outlining your experiences in an academic library, your resume, and the names and telephone numbers of three current references should be sent to: Thomas M. Peischl, Dean of the Library, **Mankato State University**, MSU Box 19, P.O. Box 8400, Mankato, MN 56002-8400; (507) 389-5953. Applications from minorities are encouraged; Mankato State University is an equal opportunity employer.

**MANUSCRIPTS CATALOGER.** Project support by the PEW Charitable Trust 22 months beginning in September 1991 to June 1993. Duties and Responsibilities: Under the direction of the Project Manager, the Curator of the Quaker Collection, and appropriate technical services staff, the Manuscripts Cataloger is responsible for describing, processing, and cataloging to national standards sixty-three manuscript collections relating to Quaker studies. For largely unprocessed collections, the Manuscripts Cataloger will archivally process the material and produce finding aids. This project involves considerable authority work and ability to use AACR2, the OCLC-AMC format, and standard manuscript and archival processing and preservation techniques. Qualifications: MLS from an ALA-accredited graduate library program or equivalent. Demonstrated knowledge of archival principles and practices. Experience with computer applications in archival collections preferred. Familiarity with a major bibliographic utility (preferably OCLC) and an ability to work independently. Salary Range: \$24,500-\$27,000. Send letter of application, resume, and names of three references by May 1 to: Michael Freeman, Magill Library, **Haverford College**, Haverford, PA 19041; (215) 896-1160. EOE/AA.

**NORTH CAROLINA LIBRARIAN.** Responsibilities: All phases of the operation of a growing state subject collection. Duties include collection development, advanced bibliographic instruction, specialized reference assistance in North Carolina materials, and supervision of support staff and student assistants. Reports to the Coordinator of Archives and Manuscripts. Duties include: responsibility for the integrity, development, preservation, and accessibility of the Collection; determining materials needed for the Collection and recommending their acquisition; maintaining a high level of current knowledge and expertise on resources published in the field, including government documents, maps, etc.; providing advanced bibliographic instruction to groups and individuals as needed; providing specialized reference assistance for researchers requiring a high level of expertise; working to develop a strong outreach Program that includes publicity (press releases, newsletters, exhibits, etc.) and direct interaction with publishers, book dealers, state and local agencies, and the public at large; maintaining close working relation with Technical Services, Periodicals, Manuscripts, Government Documents, Collection Development, and other library units that have cooperative responsibilities for North Carolina resources; actively participating in appropriate professional and cultural organizations and activities that help assure expertise in a wide range of North Carolina subjects; actively researching and publishing on North Carolina topics; supervising staff and student assistants. Qualifications: ALA-accredited MLS degree and three years of academic or special library experience required with doctorate or second master's in history or related research field preferred. Broad knowledge of North Carolina sources including government documents and local history publications. Effective oral and written communication skills, substantial publications record in North Carolina topics. Desirable qualifications: Familiarity with online database searching and automated library systems. Twelve-month tenure-track faculty appointment beginning July 1, 1991. Salary dependent upon qualifications and experience, minimum \$23,000. Substantial record of research and publication expected for tenure and promotion. East Carolina University has over 16,500 students in its College of Arts & Sciences and ten professional schools. It is a constituent institution of the University of North Carolina System. Screening of applications will begin March 1991, and continue until the position is filled. Send letter of application, resume, copies of transcripts,

## CATALOGING LIBRARIAN

### Dartmouth College Library

**Responsibilities:** Working as a member of the Original Cataloging Department, provides bibliographic control and access for the Library's information resources in an innovative and technically sophisticated environment utilizing the Dartmouth Online Catalog, RLIN, OCLC, and Innovacq, as well as microcomputers; supervises various cataloging operations; assists in selection, training, and evaluation of staff; performs complex cataloging; participates in departmental governance and management; engages in collection management activities.

**Qualifications: Required:** ALA-accredited MLS; minimum of three years post-MLS cataloging experience in an academic or research library (RLIN or OCLC, AACR2, LCSH, LC); reading knowledge of 2 foreign languages; familiarity with current trends in cataloging, including computer applications and national standards for bibliographic control; demonstrated supervisory ability; effective communication and interpersonal skills. Preferred: Proficiency in written Russian; knowledge of the Slavic language book trade and bibliography.

**Salary and benefits:** Rank and salary commensurate with experience and qualifications with a minimum salary of \$26,000 for Librarian II; 22 days vacation; TIAA/CREF; paid major medical, hospital, and dental insurance; assistance with moving expenses.

**Applications:** Review of applications will begin **April 15, 1991.**

**Phyllis E. James**  
Director of User Services  
115 Baker Library  
Dartmouth College  
Hanover, NH 03755

Dartmouth College is an AA/EEO/M/F employer.

and names of three current references to: North Carolina Librarian Search Committee, Pat Elks, Administrative Assistant, Joyner Library, **East Carolina University**, Greenville, NC 27858-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. An equal opportunity, affirmative action employer. Applicants must comply with the Immigration Reform and Control Act.

**PHARMACY, NURSING, AND HEALTH SCIENCES LIBRARIAN.** Requirements: MLS (ALA-accredited). Degree or background in Chemistry, Biology or biomedical sciences. Minimum of 4 years experience in an academic or corporate library. Research/publica-



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## HEAD, VETERINARY MEDICAL LIBRARY

### Iowa State University

Reporting to the Assistant Director of Public Services, provide leadership in planning, developing, and administering activities of the Veterinary Medical Library. Contribute in a leadership role to the planning and implementation of services for the College of Veterinary Medicine. Department heads participate in the administration of the Public Services Division and serve on the Dean's Council. ALA-accredited MLS; minimum of three years professional experience in a major academic or special library; knowledge of veterinary medicine or related health or life sciences; experience that demonstrates the ability to develop collections and successfully manage a public service unit; ability to supervise and direct the work of the staff, interact and communicate effectively with library staff and diverse clientele, and interpret and apply library public service policies; broad library-wide perspective; understanding of and commitment to affirmative action and equal opportunity; ability to meet promotion and tenure standards. Preferred: Significant coursework or degree in veterinary medicine, health sciences, or life sciences. Experience with the administration of branch library facilities. \$35,000 minimum. Competitive benefits. Iowa State offers a positive environment for career growth and challenge. The city supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas of its size in the country. Review of applications will begin **April 12, 1991** and continue until an adequate pool is developed. Submit letter, resume, names and addresses of three references to:

**William K. Black**  
**Assistant Director for Administrative Services and Personnel**  
**Iowa State University**  
**302 Parks Library**  
**Ames, IA 50011-2140**

Iowa State has a strong commitment to equal opportunity and affirmative action. Members of protected classes are strongly encouraged to apply. Iowa State is an equal opportunity, affirmative action employer.

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tion and service record of sufficient quality and quantity to be appointed at rank of assistant or associate professor. Desired qualifications: Demonstrated interest and ability in creating a service-oriented environment responsive to the information needs of library users. Experience with collection development in an appropriate subject area. Ability to develop and implement a vigorous program of library instruction in cooperation with teaching faculty. Demonstrated leadership and management skills. Ability to utilize new technologies in managing the library's day-to-day operations and in providing library instruction. Responsibilities: Responsible for administration of the Pharmacy, Nursing and Health Sciences Library which serves primarily the needs of the Schools of Pharmacy, Nursing, and Health Sciences. The Pharmacy, Nursing, and Health Sciences Librarian is the chief liaison between these schools and the Purdue Libraries administration. Position reports to the Associate Dean for Public Services and Collection Development. Status and Benefits: Faculty status and responsibilities. Twelve-month appointment with annual vacation of 22 days. Flexible benefit programs with open enrollments annually. Group life, medical, and disability insurance programs are in effect as are TIAA-CREF retirement and Social Security coverage. Salary: \$30,000 and up depending upon qualifications. Deadline: April 1, 1991, or until position is filled. Send statement of interest, resume, and list of references to: Thomas L. Haworth, Personnel Officer, Libraries, Stewart Center, **Purdue University**, West Lafayette, IN 47907. An equal opportunity, affirmative action employer.

**PHYSICS/MATHEMATICS LIBRARIAN.** Faculty Librarian position responsible for the management and supervision of the Physics and Mathematics Libraries under the direction of the Acting Head, Engineering and Science Libraries. Acts as University authority in the fields of physics and mathematics; performs general reference work in mathematics and the physical sciences; conducts database searching on bibliographic and physical numeric databases; provides bibliographic instruction; responsible

for the development of the physics and mathematics collections and for contributing to the development of the other physical sciences collections. Requirements: Bachelor's degree in Physics, Mathematics, or related field; MLS from an ALA-accredited library school program or recognized equivalent; familiarity with database searching through formal course work or experience; experience with an academic library is an asset; good communication and interpersonal skills; ability to work with and provide service to a diverse user population. For a person with an exceptional subject background, the MLS may be waived at the time of appointment with the understanding that it will be acquired within two years of the initial appointment. Rank of appointment as a faculty librarian would be commensurate with qualifications. Salary range: \$20,000-\$30,000. Applications must be received in writing, including a resume and three letters of recommendation on or before March 15, 1991. Address reply to: Secretary, Search Committee (Physics), 271 Hillman Library, **University of Pittsburgh**, Pittsburgh, PA 15260. The University of Pittsburgh is an affirmative action, equal opportunity employer. Minorities are especially encouraged to apply.

**PUBLIC SERVICES LIBRARIAN.** Ohio Wesleyan seeks a Public Services Librarian. Duties include but are not limited to: staffing the reference desk, including nights and weekends; liaison to academic departments and programs for collection development, instruction, and online searching. Minimum requirements: Master's degree in library science from an ALA-accredited institution; two years full-time library public service experience; reference and bibliographic instruction experience preferred; experience in using automated library systems and resources in providing library public services; excellent written, oral, and interpersonal communications skills. Salary range: \$25,000-\$26,500; excellent fringe benefits; twelve-month appointment to begin in July 1991. Send application letter, resume, three professional references, and statement of applicant's philosophy of library service in an aca-

*March 1991/207*



ademic institution to: Kathleen List, Director of Libraries, **Ohio Wesleyan University**, Delaware, OH 43015 by April 1, 1991. Ohio Wesleyan University encourages the applications of minorities and women.

**RARE BOOK BIBLIOGRAPHIC SPECIALIST.** Under the direction of the Head of the Rare Book and Special Collections Library, the position is responsible for cataloging items to be added to the permanent collections of the Rare Book and Special Collections Library, collection development responsibilities, reference responsibilities, and supervisory assistance in the unit's circulation/reference area. Qualifications: Required MLS from an ALA-accredited school, or its equivalent; a minimum of two years cataloging experience with rare book or special collections materials; a thorough knowledge of AACR2 (revised), the Bibliographic Description of Rare Books, the DDCS, LC Subject Headings, and all MARC bibliographic formats; a reading knowledge of Latin; evidence of ability to work with a diverse and demanding clientele; evidence of ability to meet university standards of research, publication, and service. Preferred: An undergraduate degree or substantial coursework in either the area of English Literature or Classics; a bibliographical knowledge of a Western European language or classical Greek; experience in collection development and reference; familiarity with online catalogs. Desired: Familiarity with preservation activities and procedures in a rare book atmosphere. Experience and/or knowledge of database applications using a personal computer. Salary and rank: \$25,000 (only) for appointment as Assistant Professor. Librarians must meet requirements for promotion and tenure (research, publication, university/community/professional service) in addition to specific library

assignments. Application: Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to: Allen G. Dries, Library Personnel Manager, **University of Illinois Library (U-C)**, 1408 West Gregory Drive, Urbana, IL 61801. Phone (217) 333-5494, by April 15, 1991. The University of Illinois is an affirmative action, equal opportunity employer.

**REFERENCE HEAD.** Junior level, faculty rank, tenure-track. Maryville College, Maryville, TN, offers the challenge of creative librarianship and campus involvement in the liberal arts. Evidence of initiative, organizational ability, and communications skills. Reference and/or teaching experience, other graduate work desirable. ILL, online searching, and BI responsibilities. ALA-accredited MLS. Salary competitive. Maryville is a Presbyterian-related, four-year college in suburban Knoxville, located in the TVA lake region close to the Great Smoky Mountains. Founded in 1819, the College emphasizes quality teaching, gives considerable attention to general education, and blends liberal arts study with career preparation. The library, with a strong emphasis on reference, is an active center for teaching and learning on campus. Send letter of interest, curriculum vitae, and three letters of reference by April 15 to: Joan H. Worley, Library Director, **Maryville College**, Maryville, TN 37801. EOE.

**REFERENCE LIBRARIAN/AGRICULTURE AND BIOLOGICAL SCIENCES.** Provides general reference service with specialization in agriculture and biological sciences. Share evening and weekend schedule in general reference. Responsibilities include bibliographic instruction, collection development, and promotion and provision of online information retrieval. Qualifications re-

## HEAD, SYSTEMS OFFICE, LIBRARIAN

### University of Michigan Library

**Duties:** Under the general direction of the Assistant Director for Technical Services, takes a leadership role in the planning, design, development, and coordination of computer-based systems for the University Library. Designs and directs the time/cost analytic studies and system capability studies; oversees expansion of existing NOTIS system; supports OCLC and RLIN participation; and develops long-range plans in conjunction with library administrators for information technology systems applications in a large research library. The incumbent serves a liaison role with the University computing center and supervises the Systems Office staff of 7 FTE. Coordinates equipment, telecommunications, and software contracts, and maintenance agreements with vendors and University services.

**Qualifications:** Required: ALA-accredited MLS. Minimum 5 years experience in an academic or research library. Substantial successful experience in project management and implementation of online library systems, networking of system applications, and support of applications for user access and instruction. Knowledge of and experience in systems design, work analysis, statistics, automation, and evaluation techniques; familiarity with programming principals and experience managing programmers. Demonstrated oral and written communication skills; excellent managerial and interpersonal skills with staff of a wide range of responsibility and duties. Must qualify for rank of Librarian.

Rank of Librarian with appointment salary of not less than \$50,000. 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits. TIAA/CREF Retirement Plan. Apply to:

**Maurice Wheeler**  
Library Personnel Office  
404 Hatcher North  
University of Michigan  
Ann Arbor, MI 48109-1205

Applications received by **April 7, 1991**, will be given first consideration.

The University of Michigan is a non-discriminatory, affirmative action employer.

## University of Michigan, Ann Arbor

Applications and nominations are invited for the following 2 positions at the University of Michigan Library: Physical Science-Chemistry Librarian, Natural Science Librarian.

Under the supervision of the Coordinator, Information Services, Basic Science & Engineering (BSE) Libraries, each Librarian will direct the information service activities of the Chemistry, or Natural Science Library, respectively. Responsibilities include collection development, reference services, online searching, liaison activities, and library instruction. Each Librarian will implement Library policies, act as Library liaison to the respective Department (Chemistry or Natural Sciences), participate in BSE Cluster Libraries' planning and service functions. Under a system of matrix management, each Librarian will be called upon to manage one or more project teams or functional units operating across the BSE Cluster. Under the direction of BSE Coordinator for Collections, each will serve as fund manager for their respective Fund (Chemistry or Natural Science), will evaluate and manage the collection, and participate with cluster fund managers in coordinating collection development across the BSE Cluster. Each will participate in providing reference service with emphasis upon advanced reference assistance. Each will conduct online searches for quick reference and extended research: *Chemistry Librarian* in STN, CAS, DIALOG and other relevant databases; *Natural Science Librarian* in BRS, DIALOG and other relevant databases. The Chemistry Librarian and Natural Science Librarian are members of the BSE Cluster staff.

The BSE Cluster includes eight physical libraries: Biological Station, Chemistry, Engineering/Transportation, Mathematics, Museums, Natural Science, Physics/Astronomy, and North Engineering. The Chemistry Library supports the research and instructional needs of the Department of Chemistry; the Natural Science Library supports the instructional and research needs of the Departments of Biology, Geology, and the School of Natural Resources.

Required: Accredited MLS; minimum two years public service experience in a research library, or combination of relevant work experience with advanced subject expertise. Demonstrated experience with reference, collection development, and collection budget management, searching scientific and technical databases, and understanding of scholarly research methods and information needs; ability to communicate and work effectively with faculty, students and staff. For *Chemistry Librarian*: Degree or library experience in Chemistry or related fields. For *Natural Science Librarian*: degree or library experience in Biology, Geology, or Environmental Studies. Candidates lacking academic or work experience in the discipline will be considered if they can demonstrate a history of effective and advanced qualifications in a relevant work environment. Must display advanced qualifications in one or more of the following areas: library instruction, Hypercard programming, online searching, scheduling, and staff management or desktop publishing.

Rank of Associate Librarian. Minimum salary of \$29,000. Apply to:

**Maurice Wheeler  
Library Personnel Office  
404 Hatcher North  
University of Michigan  
Ann Arbor, MI 48109-1205.**

Applications received by **March 31, 1991**, will be given first consideration.

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## ASSOCIATE DEAN OF LIBRARIES

### University of Alabama Libraries

**Responsibilities:** Responsible for the general management of the Libraries' programs of collection development, reference, and information services, and for oversight of branch libraries serving education, business, and science and engineering. Participates in overall administration of the University Libraries as a member of the Administrative Group, which also includes the Dean, the Associate Dean for Access Services, Assistant Dean for Special Collections, the Planning Officer, the Business Officer, and the Personnel Officer.

**Qualifications:** Required are an MLS from an ALA-accredited program, successful relevant middle management experience in a large library, ability to communicate effectively, evidence of strong commitment to service, an understanding of academic and scholarly processes, and a record of professional or scholarly achievement. Preferred qualifications include successful experience in a large academic library, graduate degree beyond MLS, and a demonstrated ability to attract grant support for projects and programs.

**Compensation and Rank:** This is a tenure-track faculty position. Rank and salary will be determined on the basis of qualifications, the minimum salary being \$44,000. Benefits include sick leave, twenty-two days vacation, Blue Cross/Blue Shield, TIAA/CREF and state retirement plans.

**Application procedure:** Send letter of application, resume, and the names of three references to:

**Sondra Tucker  
Personnel Officer  
The University of Alabama Libraries  
P.O. Box 870266  
Tuscaloosa, AL 35487-0266**

by the application deadline, **April 1, 1991.**

**About UAL:** The University maintains membership in the Association of Research Libraries, the Center for Research Libraries, SOLINET, and the Network of Alabama Academic Libraries. The NOTIS system is in place and 99% of the cataloged records are in the bibliographic database. A new Science and Engineering Library opened in June, and comprehensive space planning is underway throughout the libraries.

The University of Alabama is an equal opportunity/affirmative action employer.

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quired are an ALA-accredited MLS and academic coursework in agriculture and/or biological sciences. Position requires excellent communication skills, ability to work effectively with students, faculty, and colleagues, and experience with BRS, Dialog search services, and CD-ROM databases. A minimum of two years' reference experience preferred. Annual salary is \$20,000 minimum, depending upon qualifications, with rank of assistant librarian/assistant professor. Twelve-month, tenure-track, TIAA/CREF, twenty-two days annual leave, tuition, and other benefits. The University of Arkansas, Fayetteville, is a land-grant university and the major academic research institution in the state, offering a full range of undergraduate, graduate, and professional degrees. Situated in the Ozarks, Fayetteville (population 40,000) offers cultural and recreational opportunities associated with natural beauty and a university community. Deadline for applications is March 15. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: John A. Harrison, Director of Libraries, **University of Arkansas**, Fayetteville, AR 72701. The University of Arkansas is an equal opportunity,

affirmative action employer. Applicants must have proof of legal authority to work in the United States.

**REFERENCE LIBRARIAN.** Indiana University Southeast, New Albany, Indiana (Louisville, Kentucky metropolitan area), one of 8 campuses in the Indiana University System. Under the supervision of the Head of Readers Services, Reference Librarian will provide reference and bibliographic services to students and faculty; will provide bibliographic instruction to students and faculty; and will coordinate electronic access services (including online and network services and CD-ROM databases) in the department. ALA/MLS required, as well as knowledge and experience with computers, strength in online searching, and familiarity with CD-ROM databases. Also required: strong service orientation, excellent interpersonal skills, and ability to meet the requirements of a tenure track position. Experience in reference or bibliographic instruction in an academic library desirable. Salary: \$19,500-\$21,500/12 months. TIAA/CREF; liberal benefits. Send letter of application, resume and names of 3 references by April 1, 1991, to:

# HEAD, SERIALS ACQUISITIONS

## The University of Chicago Libraries

The University of Chicago is seeking a Head of Serials Acquisitions, Recording, and Binding Preparation. Under general direction of the Head of the Serial Department, this position is responsible for ordering and processing over 48,0900 periodicals and serials received by the library, claiming of unreceived items, preliminary invoice processing, and bindery preparation. The Serials Department processes titles in all languages (except Chinese, Japanese, and Korean), in all alphabets including many titles in the Cyrillic alphabet, and in all subject areas except law and science. The Serials Recording Section also performs the receipt and referral functions for the United States GPO, Canadian, and United Nations Depository documents, and various other agencies and official bodies. The Serials Acquisitions Section maintains the Libraries Serial exchange programs.

**Specific Responsibilities:** Oversees the activities of the Heads of Serials Acquisitions, Recording, and Binding Preparations, ensuring timely processing of materials as well as coordination of processing among the sections. Responsible for sections' statistics and provide analysis of them for department head.

Supervises the acquisition and dispersal of documents received on the USGPO, Canadian, UN, and other depository programs. Responsible for assuring compliance with the provisions for US depository libraries. Serves as primary liaison for the Library to these acquisition programs. Makes vending decisions and communicates with the Library's vendors on a variety of routine and non-routine matters. In conjunction with the department head, creates and modifies policies and procedures for the sections. Will have primary responsibility for the implementation of on-line serials control and claiming. (Project scheduled to begin early 1991.) In conjunction with the three section supervisors, hires, trains, supervises and evaluates staff. Directly oversees the work of three exempt supervisors who manage a staff of eighteen clerical-level employees.

In the absence of the Head of the Serials Department shares administrative responsibility with the Head of Serials Cataloging. In conjunction with the department head and the Head of Serials Cataloging, sets goals for the department. Coordinates the accomplishment of each section's goals.

Serves as liaison to other members of the Library staff on matters concerning serial ordering and control. Serves as a liaison with various levels of Library administration on policy and procedures related to areas of responsibilities. Serves on Serials Council, Serials Policy Committee, and Serials Control Work Group.

**Qualifications:** Education: Graduate library degree from ALA-accredited program; broad education background with bachelor's degree in social science, humanities, or science; familiarity with one or more western European languages; knowledge of cataloging rules, past and present, particularly as applied by the Library of Congress and of machine-readable coding of bibliographic data (MARC formats). Experience: Three or more years progressively responsible experience in a variety of serials control functions; strong supervisory experience and familiarity with a union environment; well developed written and oral communications skills and excellent interpersonal skills; ability to perform and direct work requiring constant attention to detail; experience in transition from manual to automated serials control.

**Salary and Benefits:** Appointment salary will be based on qualifications and experience. Salary range begins at \$30,170 per year. Benefits include a contributory retirement plan, health and life insurance, 22 vacation days, 6 University holidays, 5 personal holidays, and sick leave. There is a tuition benefit plan for college-age and younger children.

**Application process:** Letter of application should include curriculum vitae and names, addresses and telephone number of three references. Applications received by March 29, 1991 will receive first consideration. Please submit application to:

**Denise M. Weintraub  
Personnel Officer  
The University of Chicago Library  
1100 East 57th St.  
Chicago, IL 60637.**

The University of Chicago is an equal opportunity employer.



Nancy Totten, Chair, Search and Screen Committee, **Indiana University Southeast**, 4201 Grant Line Road, New Albany, IN 47150-6405. Indiana University is an affirmative action, equal opportunity employer.

**REFERENCE LIBRARIAN**, Linfield College: Reference and research services for students and faculty at a small liberal arts college with strong international programs. Includes course-related bibliographic instruction, online and CD-ROM database searching, active liaison with faculty, and collection development. Some weekend and evening hours. Tenure-track faculty appointment, including summers; excellent fringe benefits. Required: ALA-accredited MLS. Excellent organizational and communication skills. Preferred: Reference experience in an academic library. To apply: Send letter, resume, transcripts (unofficial OK), and the names of three references to: Kenneth P. Goodrich, Dean of Faculty, **Linfield College**, McMinnville, OR 97128. Screening begins April 1, 1991. AA/EEO.

**REFERENCE LIBRARIAN**. The University of Missouri-St. Louis, Thomas Jefferson Library is seeking a librarian for general reference desk and associated responsibilities and to participate in collection development. Required qualifications include an ALA-accredited MLS and a commitment to excellent service and professional development. Experience in reference, bibliographic instruction, use of an online catalog, online searching, or collection development in an academic library are preferred. A subject master's degree is desirable. Salary: \$22,500 minimum, commensurate with experience. To apply send letter of application, resume, and the names of three references by April 15th to: Sandra Snell, **University of Missouri-St. Louis Libraries**, 8001 Natural Bridge Road, St. Louis, MO 63121. Phone (314) 553-5060. The University of Missouri strongly encourages the application of minorities and women.

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

**SCIENCE REFERENCE LIBRARIAN**. Works with faculty and students in assigned academic departments to determine needs and program requirements. Provides reference service in all science and engineering disciplines. Designs and conducts classes and seminars in information research methods. Responsible for all aspects of collection management and development for assigned subjects. Requires ALA-accredited MLS, and science degree or significant science background. Appointment at the Assistant/Associate Librarian level, salary range is \$28,668-\$50,496. Applications will be reviewed starting May 1, 1991. Send resume to: Detrice Bankhead, Assistant University Librarian-Personnel, **University of California, Santa Barbara**, CA 93106. UCSB is an affirmative action, equal opportunity employer. Proof of U.S. citizenship or eligibility for U.S. employment required prior to employment.

**SERIALS CATALOGER**, Assistant Professor (tenure-leading), Serials Department, starting July 1. Perform original cataloging for new and successive print and nonprint serials. Participate in a retrospective conversion project using OCLC. Provide library assistants with information requiring professional expertise. Revise work of library assistants as required. Required: MLS from an ALA-accredited library school; ability to work independently. Preferred: OCLC cataloging experience using the USMARC serials format; one or more foreign languages; experience with cataloging in an integrated library system environment. \$23,000 minimum for a 12-month contract. Salary may be higher depending upon the qualifications of the successful applicant. Apply with full resume plus

names and current addresses/telephone numbers of three references by April 15 to: Kent Hendrickson, 106 Love Library, **University of Nebraska-Lincoln**, Lincoln, NE 68588-0410. Affirmative Action, Equal Opportunity Employer.

**SOUTHEAST ASIAN BIBLIOGRAPHER**, Arizona State University. This new position is responsible for the development and management of the Libraries' Southeast Asian Collection, a part of ASU's Program for Southeast Asian Studies founded in 1986. Required: ALA-accredited MLS degree; graduate coursework in studies related to Southeast Asia; reading proficiency in at least one Southeast Asian language; excellent oral and written communication skills in English; effective interpersonal skills; ability to work well with faculty, students, and staff at all levels; demonstrated interest in professional development and service as required for promotion and continuing appointment. Preferred: Knowledge of the Southeast Asian book trade; evidence of ability to supervise staff; willingness to enroll in Thai and/or Indonesian language courses and some area studies courses where applicable; experience in writing grant proposals. Salary: \$23,000 and up, dependent on qualifications and experience. To apply: Send letter of application, resume, and the names, addresses, and telephone numbers of four recent references to: Rebecca Burke, Acting Assistant Dean for Personnel, Hayden Library, **Arizona State University**, Tempe, AZ 85287-1006 (phone 602/965-3417). Deadline: March 31, 1991, or the last day of each month thereafter until the position is filled. ASU is an affirmative action, equal opportunity employer.

**SPECIAL COLLECTIONS DIRECTOR** in The Ward M. Canaday Center for Rare Books and Special Collections. The University of Toledo is a rapidly growing state university with almost 25,000 students in 8 colleges offering graduate degrees including the doctorate. The library implemented the NOTIS system. Toledo is a dynamic city which provides a wide variety of cultural, educational, and recreational resources. Duties: general administration, collection development, manuscripts processing, reference, preservation, and public relations. Qualifications: MLS from an ALA-accredited school and/or 3 to 5 years experience in an academic special collections department. Graduate degree (preferably Ph.D.) in Humanities and working knowledge of American/English literature is required. Proven administration abilities, strong oral and written communications skills, and public relations talents very important. Faculty status; tenure-track position; 12-month contract; salary up to \$40,000 depending upon qualifications. Position available July 1, 1991. Consideration begins March 31, 1991. Send resume, names, addresses, and phone numbers of three references to: Leslie W. Sheridan, Chair, Search Committee, **Carson Library, University of Toledo**, Toledo, OH 43606. The University of Toledo is an equal opportunity, affirmative action employer.

**SYSTEMS DEPARTMENT HEAD, LIBRARIES AND MEDIA SERVICES**. The University of Vermont is seeking a creative and service-oriented individual to head our Systems Department. This individual will be responsible for the implementation, maintenance, and enhancement of automated systems in support of Libraries and Media Services. Responsibilities: Primary oversight of the NOTIS system; serve as liaison between Libraries and Media Services, University Computing Services and NOTIS Systems, Inc.; work closely with library administration and departments to investigate, plan, and implement applications for new information technologies; evaluate hardware and software needs, resolve equipment problems and provide support for microcomputer applications; supervise Systems Department programmer. Required qualifications: ALA-accredited MLS with minimum 3 years relevant professional experience; experience with integrated online library systems and microcomputer/CD-ROM applications; excellent oral and written communication skills; demonstrated potential in the area of professional or scholarly contribution. Desirable qualifications: Basic knowledge of IBM mainframes and operating systems, MS-DOS, telecommunications, and networking technologies; experience with NOTIS integrated library system; experience in an academic setting. Rank and salary: Library Assistant Professor (non-tenure-track faculty), \$30,000 minimum salary. Generous benefits include: Comprehensive medical, TIAA/CREF and other retirement plans, tuition remission, 22 days annual leave. Submit letter of application, resume, and names and phone numbers of three references to: Chair, Systems Librarian Search Committee, **Bailey/Howe Library, University of Vermont**, Burlington, VT



## UNIVERSITY LIBRARIES

The Library Automation and Information Systems Department of the University Libraries is seeking applications for two professional positions.

The Library Automation and Information Systems staff maintain an LS/2000 system including a LAN for microcomputer-based serials and acquisitions subsystems; a text retrieval system with 15 online databases of bibliographic and campus information, and an extensive range of staff DOS and Mac microcomputers. Library Automation works closely with University Computing Systems on hardware and network planning. Project Mercury, a research and development pilot of an electronic library is part of this group.

### **DIRECTOR OF LIBRARY AUTOMATION AND INFORMATION SYSTEMS**

Reports to the Associate Vice President for Academic Services/Director of University Libraries. Responsible for departmental leadership in planning and supervision of an operational group of 10 FTE, and a development group of 9 FTE; provides leadership within the libraries in the application of new technologies to operations and services; coordinates campus support and technical relationships with University Computing Systems and Telecommunications and other University departments, represents the University and the Libraries locally, regionally and nationally on issues related to library automation.

**QUALIFICATIONS:** Experience demonstrating ability to lead and manage, excellent communication skills; history of initiative and achievement, development and implementation of library automation and retrieval systems in a complex environment; ability to view issues from a broad University perspective and to function effectively in a team environment.

**Preferred:** MLS, experience with UNIX, networking and standards.

**SALARY** negotiable from \$50,000 minimum depending on qualifications and experience. Standard academic library benefits .

### **SYSTEMS LIBRARIAN FOR MICROCOMPUTING APPLICATIONS**

Reports to the Director of Library Automation and Information Systems. Assists in the planning and implementation of all new systems. The focus will be on microcomputers for both public and staff use: local area networks; CD-ROM systems; and IBM, Macintosh and UNIX computers. Carnegie Mellon University Libraries have over 100 microcomputers running on ethernet, token ring and AppleTalk networks linked to the campus TCP/IP network. Duties will include developing an improved training program for staff, developing strategic planning in microcomputer systems, and managing the unit in the absence of the Director.

**QUALIFICATIONS:** MLS or equivalent experience and education. Three years' experience with automated library systems. Knowledge of microcomputer hardware and software, CD-ROM systems and local area networks. Demonstrated interpersonal, verbal and written skills. **Preferred:** Supervisory experience. Experience with IBM token ring networks, UNIX workstations, information retrieval systems, LS/2000.

**SALARY RANGE** from \$32,000 - 40,000, depending on qualifications and experience. Standard academic library benefits .

Applications received by April 1, 1991 will receive consideration.

Send a letter of application, a resume, and 3 references to:

Carnegie Mellon University Libraries  
Personnel Director  
Administrative Office  
Frew Street  
Pittsburgh, PA 15213-3890

CMU is an Affirmative Action, Equal Opportunity Employer.

Nominations and applications of minorities and women are particularly encouraged.



05405. The University strongly encourages applications from women and minorities. Priority given to applications received before April 15, 1991. AA/EOE.

**SYSTEMS LIBRARIAN** (New position). Responsibilities: Reporting to the Associate Director for Administrative Services, the Systems Librarian will coordinate all aspects of library automation and telecommunications, providing training, technical assistance, and consultation to library personnel and will work closely with the Library Management Team to assist in planning, coordinating, implementing, and managing the library's integrated system, local area network, CD-ROM products, and connectivity to the campus, statewide, and national networks. The library, in conjunction with the Health Sciences Library, currently uses an LS/2000 integrated library system. Duties include: working with operational units; liaison with counterparts in campus automation and telecommunications units; telecommunications and hardware installation and maintenance; conducting training programs; managing library microcomputing services; functioning as the LAN administrator; developing statistical and management reports; and disseminating information relating to automation activities. Hands-on work is expected to implement, manage, operate, and maintain the system. Desired qualifications: an ALA-accredited MLS degree and two years experience in maintaining and managing integrated library systems and software required; broad based knowledge of academic/research library operations and services; experience in installing and operating local area networks in libraries; familiarity with MARC formats and library technical services; demonstrated analytical, organizational, and planning skills; effective communications skills; ability to work effectively, independently, and cooperatively with all elements of a highly diverse academic community. Highly Desirable: substantial experience with implementation and operation of an integrated library system; technical knowledge of and experience with TCP/IP networks, BITNET, and INTERNET; experience in project management; the ability to communicate

technical information so as to be understood by those unfamiliar with technology; experience with both IBM and MAC operating systems; supervisory experience; second master's degree. Twelve-month tenure-track faculty appointment beginning July 1, 1991. Salary dependent upon qualifications and experience. Minimum \$23,000. Substantial record of research and publication expected for tenure and promotion. East Carolina University has over 16,500 students in its College of Arts & Sciences and ten professional schools. It is a constituent institution of the University of North Carolina System. Screening of applications will begin March 1991, and continue until the position is filled. Send letter of application, resume, copies of transcripts, and names of three current references to: Systems Librarian Search Committee, Pat Elks, Administrative Assistant, Joynes Library, **East Carolina University**, Greenville, NC 27858-4353. Official transcripts from each college or university attended will be required prior to any offer of employment. Equal opportunity, affirmative action employer. Applicants must comply with the Immigration Reform and Control Act.

**USER SERVICES LIBRARIAN**, Central University Library, University of California, San Diego. UCSD is an equal opportunity, affirmative action employer but specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Rank: Associate Librarian: \$35,052-\$50,496 or Librarian: \$47,124-\$65,340. Responsibilities: Under the general direction of the Department Head, the successful candidate provides administrative and programmatic leadership for the department's User Services Group, including supervision of the coordinators for instruction, computer-assisted reference, and data services. Responsibilities also include development of end-user searching and computer-based instruction capabilities, including interactive multimedia, and participation in the department's reference and instruction programs. UCSD Librarians, as academic appointees, are expected to participate in librarywide activities and to be active

## *Curator of Rare Books & The Arents Collections*

The Research Libraries of the New York Public Library seeks a Curator for our Special Collections, Rare Books and Arents Collections.

Responsibilities include day-to-day operations of the Rare Books Section and the Arents Collections including collection development, cataloging, public service and exhibition functions. Will select, train and assign staff.

Position requires an MLS, excellent leadership, strong management, organizational, communications and interpersonal skills. Additional graduate degree, preferably with a concentration in English, American or Comparative literature desirable. Reading knowledge of at least one modern European language and proficiency in Latin or ancient Greek desirable. Rare book cataloging knowledge in an automated environment a must. Familiarity with the antiquarian book trade; experience working with donors.

Salary of \$38,160 (minimum), excellent benefits. Please forward your resume with salary requirements to:

Doreen Casey, Personnel Representative

**The New York Public Library**  
8 WEST 40 STREET, 2ND FLOOR, NEW YORK, NEW YORK 10018

Candidates selected for consideration will be contacted for an interview.

An Equal Opportunity Employer M/F

professionally. Qualifications: Required: MLS from an ALA-accredited school, ability to work in and to promote a culturally diverse environment, strength in two or more of the following areas: bibliographic instruction, machine-readable data files, computer-assisted reference service, and instructional technology. Highly desirable: strong interpersonal skills, strong writing and verbal communication skills, capability of working effectively in an automated environment, including online catalogs, CD-ROMs, and local area networks. Desirable: experience in the application of

electronic technology to instruction or information retrieval services; awareness of trends in academic library public services, especially instruction and computer-based services; experience in, or demonstrated potential for, successful supervision. Consideration of applications will begin April 30, 1991, and continue until the position has been filled. To apply send a letter of application, resume, and list of references to: **University of California, San Diego**, Janet Tait, Library Personnel Office, 0175H-1, 9500 Gilman Dr., La Jolla, CA 92093-0175.

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## LATE JOB LISTINGS

**HEAD OF ACCESS SERVICES:** (Administrative Line). Available now. Reports to Assistant Dean/Public Services. Duties: Manages daily operations of Access Services: Online Circulation/Reserve, Book stack Maintenance, Leisure Reading Room, and Periodicals/Microforms. Supervises clerical staff of 24 FTE and 40 Student aides. Qualifications: ALA/MLS; second Master's desirable. Familiarity with online circulation system and OPAC. Three years experience in academic library access services with at least one year in a supervisory capacity. Flexible working hours. Benefits: TIAA/CREF; 22 vacation days; tuition remission for self/family; paid life insurance and medical plan; dental plan. Salary: \$35,000+, dependent upon qualifications/experience. Resume and names/phone numbers of three references to: Charles Kratz, Chair, Advisory Committee, Axinn Library, **Hofstra University**, Hempsted, NY 11550. Applications will be accepted until the position is filled. AA/EEO.

**HEAD, LIBRARY SYSTEMS AND AUTOMATION.** The Head of Library Systems and Automation reports to the Dean of University Libraries and is responsible for coordinating the planning and implementation of all automated systems for the Libraries' functions and services including the local integrated system, public access computing, microcomputing, local area networks, staff training, telecommunications and administrative computing; and for personnel matters in Library Systems. Serves as liaison to the University's Computing and Communications organization. Contributes to the administration and management of the Libraries. Represents the Libraries at the state, regional, and national level for areas of responsibility. Serves as a member of the Libraries Administrative Council. Required Qualifications: Graduate degree from a program accredited by the American Library Association or a graduate degree in information or computer science; substantial experience in planning and implementing automated systems in academic research libraries or other large organizations, preferably in a NOTIS and IBM environment. Substantial microcomputer skills are desirable. Good oral and written communication skills required. Salary and Rank: Minimum salary, \$42,000. Rank negotiable. 12-month non-tenure earning library faculty appointment, fringe benefits. Starting salary commensurate with qualifications and experience. Applications: Application review will begin April 15, 1991. Applications will be accepted until position is filled. Send application, 2 copies of resume, and names and addresses of at least 3 references to: Chair, Search Committee for Head of Library Systems and Automation, Wise Library, **West Virginia University**, P.O. Box 6069, Morgantown, WV 26506-6069. (304) 293-4040. West Virginia is an affirmative action, equal opportunity employer.

**HEAD, NONBOOK LIBRARIAN.** The University of Nevada, Las Vegas, one of the nation's fastest growing universities, is seeking an experienced, innovative librarian to provide a leadership role in planning and managing the resources and services of our expanding nonbook section (13,000 titles; 688,000 microforms). Duties include supervising 5 support staff and 8-10 student assistants; formulating and implementing nonbook policies and procedures; developing the nonbook collection; managing microforms collections and equipment; helping users access and use

section resources; serving as a liaison with the AV cataloger, faculty and campus telemedia center and computing services staff; promoting effective use of nonbook services in a library setting; integrating computer technologies with nonbook resources. Reports to AUL for Public Services, works closely with other section heads and serves on Library Administration Council. Schedule may include some weekend and evening hours. Qualifications: Applicants must have master's degree from an ALA-accredited program; a minimum of 3 years progressively responsible professional library experience, including 2 years in an audiovisual setting; familiarity with a broad range of media formats; demonstrated planning, supervisory and communication skills; ability to work effectively with users and staff; and demonstrated evidence of a strong commitment to responsive public service. Media experience in an academic setting; microcomputer expertise and a demonstrated knowledge of computer technologies that affect nonbook services are highly desirable. For continued employment, successful performance of job responsibilities and a record of university and professional contributions that meet university standards is expected. The salary range is \$35,000-\$43,145 depending on experience and qualifications. Librarians at UNLV have tenure-track positions with faculty status, 12 month appointments with 24 days per year of paid vacation and a standard package of fringe benefits including TIAA/CREF. No state income tax. Application: Applications received by March 21, 1991, will receive first consideration, but applications will continue to be accepted until the position is filled. Send letter of application, resume; names, phone numbers, and addresses of three references to: Mary Dale Deacon, Dean of Libraries, **University of Nevada, Las Vegas**, 4505 S. Maryland Parkway, Las Vegas, NV 89154-7001. UNLV is an EO/AA employer.

**MUSIC LIBRARIAN** (New Position). The University of Nevada, Las Vegas, seeks an energetic and versatile music librarian who can do collection development of music scores, sound recordings and books; assist the faculty of the Music Department in assessing and developing library resources; perform cataloging, retrospective conversion and database maintenance for scores and sound recordings; do reference and bibliographic instruction. For continued employment, successful performance of job responsibilities and a record of university and professional contributions that meet university standards is expected. Required Qualifications: ALA-accredited MLS; user-oriented philosophy; effective communication and interpersonal skills; knowledge of the fields of music in applied and theoretical/historical aspects; knowledge/experience with collection development principles; familiarity with music cataloging, including AACR2, MARC tagging, LC classification and subject headings; training on OCLC or other bibliographic utility; master's degree in music history or the equivalent. Preferred: two years professional experience as a music librarian in an academic library; familiarity with automated library systems. Reading knowledge of one or more modern European languages, including German, highly desirable. Salary and benefits: \$28,000-\$33,000, depending upon qualifications and experience. Librarians at UNLV have tenure-track positions with faculty status, 12-month appointments with 24 days per year of paid vacation and a standard package of fringe benefits including TIAA/CREF. No state income tax. Deadline: Screening will begin April 5 and will continue until position is filled. Send application letter; resume; names, addresses and phone numbers of three references to: Mary Dale Deacon, Dean of Libraries, **University of Nevada, Las Vegas, Las Vegas, NV 89154**. UNLV is one of the fastest growing universities in the nation with a current enrollment of more than 18,200 students. UNLV was recently cited by *U.S. News and World Report* (1990-91) as one of the nation's "up-and-coming" colleges and universities. Located in cosmopolitan Las Vegas, the university has the strong support of the community's rapidly growing population of 850,000 residents. AA/EEO.

# The Ultimate Acquisition Management Tool



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