

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.

WANTED

REVIEW LIBRARIANS to receive free, new issue CD-ROM discs. To qualify you must send us a letter on library stationery outlining your current computer system and the CD-ROM discs you use. Contact: Quanta Press, Incorporated, P.O. Box 8044, Saint Paul, MN 55114; (612) 641-0714.

POSITIONS OPEN

ASSISTANT LIBRARIAN. Bard College is seeking candidates for an immediate opening for a systems and automation librarian. Principal responsibilities include implementation of an online catalog and planning for the installation of other integrated modules.

Knowledge of OCLC, DRA and library computer applications preferred. Must be willing to participate in the administration of related technical service functions. Minimum qualifications: ALA-accredited MLS. Minimum of three years library experience and development of responsible managerial skills. Salary from \$27K dependent on experience and qualifications. This is a full-time position. To apply, send resume with three references to: John C. Secco, Director of Human Resources, **Bard College**, Annandale-On-Hudson, NY 12504. Applications will be reviewed as received. Bard College is an independent liberal arts institution located 90 miles from NYC in the Hudson Valley. Bard College is an affirmative action, equal opportunity employer.

ASSISTANT REFERENCE LIBRARIAN. One of ten reference librarians responsible for giving general reference service in the humanities and social sciences. Duties include service at the reference desk, participation in bibliographic instruction, database and CD-ROM searching, and selection of library materials for one or more subject areas. Required: ALA-MLS, ability to lecture effectively, strong academic background in the social sciences or humanities. Preferred: 1 to 2 years reference experience in a research or academic library, experience with computer searching/CD-ROM, facility in at least one foreign language. Faculty status and expectations. Excellent fringe benefits. Minimum salary \$23,500. Submit letter, resume, and names, addresses and phone numbers of four references by October 31, 1990, to: Carol Tobin, Thomas Cooper Library, **University of South Carolina**, Columbia, SC 29208. The University of South Carolina is an affirmative action, equal opportunity employer.

AUTOMATION LIBRARIAN. Responsibilities include coordinating development of library computer systems, developing micro-computer applications, coordinating the selection and implementation of an integrated system, and training staff and patrons in the use of automated systems. Qualifications include ALA-accredited MLS; experience with library automation in an academic library required. Salary \$24,000 plus benefit package. Please send resume and letters of reference to: Joyce Davis, Associate Librarian, Fishburn Library, P.O. Box 9000, **Hollins College**, Roanoke, VA 24020. Hollins College is an equal opportunity employer.

CATALOGER, Cornell University. 50% Art /Architecture, 50 % Science/Humanities. Responsible for descriptive and subject cataloging using AACR2, LCSH, and LC classification, and for authority work. Cataloging done on NOTIS system with upload to RLIN. Qualifications required: 2-3 years cataloging experience using AACR2, LCSH, MARC formats, automated systems (RLIN, NOTIS preferred); one Western European language (working knowledge of other languages desirable); evidence of professional commitment, and good interpersonal skills. Subject background in fine arts highly desirable. Expected salary range \$23,000-\$25,000 depending on qualifications. Applications due October 31. Send cover letter, resume, and the names, addresses and phone numbers for three references to: Ann Dyckman, Director of Personnel, 201 Olin Library, **Cornell University**, Ithaca, NY 14853-5301. Cornell University is an affirmative action, equal opportunity employer.

CATALOGER, HUMANITIES/MEDIEVAL STUDIES, search reopened. Responsible, under Head of Original Cataloging, for cataloging monographs and serials in all formats in OCLC/NOTIS, in the humanities, with emphasis on medieval studies materials. MLS from an ALA-accredited Program, with undergraduate degree in medieval studies or relevant field. Strong working knowledge of Latin and at least one other European language required; additional languages highly desirable. Knowledge of Library of Congress classification and subject headings, AACR2, and MARC formats required. Advanced studies in a related area and experience in the cataloging department of an academic library desirable. Salary: \$23,000 minimum; TIAA; 20 days vacation. Open until qualified candidate found. Send resume, supporting letter and three references to: Peggy Weissert, Human Resources Representative, University Libraries, Theodore M. Hesburgh Library, **University of Notre Dame**, Notre Dame, IN 46556.

CATALOGER, LATIN AMERICAN MATERIALS. Responsible for: cataloging and classification of Latin American monographic and microform materials using OCLC and NOTIS systems. Acts as Catalog Department liaison to Latin American Library. Participates in Catalog Department training and policy-making activities. Re-

ports to Head of Catalog Department. Qualifications: ALA-accredited MLS or equivalent; reading knowledge of Spanish and at least one other modern language, preferably Portuguese; knowledge of AACR2, LCRI, LCSH, LC classification, and MARC formats; strong communication and interpersonal skills. Preferred: advanced degree in Latin American Studies; cataloging experience, including working knowledge of OCLC and an integrated online system. Appointment at Librarian I or II level depending on experience; minimum salary, \$22,050. Twelve-month academic appointment. Liberal benefits, including immediate tuition waivers for self and dependents. Review of applications will begin October 15, 1990. Send letter of application, resume, and names of three references to: Andrea Brigalia, Administrative Assistant, Howard-Tilton Memorial Library, **Tulane University**, New Orleans, LA 70118. Tulane University is an equal opportunity, affirmative action employer.

COORDINATOR OF COMPUTER ASSISTED REFERENCE SERVICES, Reference Department, Ekstrom Library, University of Louisville (tenure-track position, search reopened). The University of Louisville is Kentucky's major state-affiliated urban institution. The University Libraries' system consists of six libraries, including Law, Health Sciences, and University Archives. Located on two campuses, the Libraries employ 40 faculty and 90 full-time staff, contain approximately one million volumes, support an acquisitions budget of \$2 million, and add 30,000 volumes annually. The Libraries are members of SOLINET and have implemented the NOTIS-based integrated library system. Library faculty promotion and tenure requirements include evidence of scholarly or creative activity and professional involvement. The University is an equal opportunity, affirmative action employer. Responsibilities: Under supervision of Head, Reference Department, coordinates and promotes computer-assisted reference services, including analysis of current services and future development of new services. Consults with Office of Library Systems on technical aspects of these services. Serves as liaison to database vendors and Office of Library Systems. Provides reference desk service, including night and weekend duty, participates in bibliographic instruction, conducts online searches, assists users with CD-ROMs and NOTIS OPAC, and selects reference materials in designated areas. Qualifications: required: ALA-accredited MLS; 2 years experience online database services, using vendors such as Dialog or BRS; 1 year experience providing end-user services, including CD-ROMs and OPACs; experience troubleshooting microcomputer hardware and software problems; knowledge of computer-assisted reference services such as expert systems, E-Mail, statistical datafiles, external databases, interactive video, and CAI; effective oral and written communication skills; strong interpersonal skills; leadership and organizational skills; ability to meet faculty promotion and tenure requirements. Preferred: Experience in working at a reference desk and/or in providing bibliographic instruction in an academic library; working knowledge of a variety of microcomputer software packages and their applications; experience in evaluation, selection and implementation of microcomputer hardware and software. Benefits, salary, and rank: 22 days leave, holidays, life and health insurance options, choice of retirements plans, including TIAA-CREF, and tuition remission. Faculty rank commensurate with applicant's qualifications and experience. Salary \$20,000 minimum. Review of applications will begin November 1, 1990. Submit letter of application, current vita, and the names, addresses, and phone numbers of three references to: Kay Womack, Chair, Search Committee, Reference Department, Ekstrom Library, **University of Louisville**, Louisville, KY 40292.

CURATOR, HISTORY AND SCIENCE COLLECTIONS. Duties: Responsible to the Dean of University Libraries for the management, development and security of the History of Science Collections. The Curator plans, implements, and evaluates programs for collection development, reference service, research, and financial support. The Curator works closely with the faculty of the History of Science department in supporting research and teaching programs. This position is governed by the University's policies for teaching, research, or creative achievement, and professional service as outlined by the Faculty Handbook. Qualifications: Required: Ph.D. in History of Science or a related discipline, or equivalent experience; experience in special collection development; management experience; ability to work effectively with faculty, staff, students, and patrons; effective oral and written communications skills; record of scholarship sufficient to qualify for faculty appointment in the University Libraries. Desirable: MLS

from an ALA-accredited library school. Proficiency in one or more foreign languages relevant to the History of Science discipline. First screening date: November 15, 1990. Available: January 1, 1991. Search will remain open until filled. Salary: \$38,000 (negotiable based on qualifications and experience). Benefits: TIAA/CREF; State Retirement System; comprehensive medical protection; group life insurance; 21 days vacation; University holidays; generous sick leave. History of Science Collections: The History of Science Collections contain more than 79,000 volumes supporting research and teaching programs in the History of Science. The Collections include numerous rare editions by the world's foremost scientists. The Collections are housed in a modern, environmentally controlled facility in the newest wing of the main library building. The Collections staff, under the direction of the Curator, has one faculty librarian position, two classified staff positions and a number of student assistants. University Libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the University Libraries consist of a main library and six branches. The collection

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	\$23,700

*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.



ASSISTANT UNIVERSITY LIBRARIAN FOR COLLECTIONS

The Gelman Library invites applications for the position of Assistant University Librarian for Collections.

The University, founded in 1821, is a private, nonsectarian, coeducational institution accredited by the Middle States Association of Colleges and Universities. GW has an enrollment of over 18,000 students in nine colleges, schools and divisions including over 8,000 graduate and professional students. The University employs more than 1,200 full-time faculty members and almost 6,000 other professional and staff employees.

The Gelman Library contains 1.3 million volumes, has a staff of 30 professionals and 97 classified personnel. The library is inaugurating a new information network, ALADIN, that links the records of the eight member university libraries of the Washington Research Library Consortium. The total collections budget is \$1.5 million.

The AUL has responsibility for overall administration, direction and coordination of collection development/management, acquisitions, cataloging/systems, preservation/binding, and special collections. Will provide leadership in implementation of an access budget to supplement ownership of collections. Other duties include: plans for and coordinates the utilization of new technologies to enhance library operations and services using an integrated library system linked with regional and national networks; provides administrative assistance to the University Librarian in budgeting, planning and development.

Qualifications: MLS from an ALA-accredited library school; evidence of continued professional growth and administrative responsibility in collection development/management and technical services with a demonstrated record of creative leadership. Must understand scholarly research needs and methods. Must demonstrate strong communication and public relations skills as well as ability to work with all segments of the academic community.

Strongly preferred: Graduate degree in subject field or specialized knowledge/experience in an area of required competence.

Minimum Salary: \$52,000 for a 12 month contract. Salary is negotiable based on qualifications and experience. The position is available January 1, 1991.

Review of applications will begin **October 25, 1990**, and continue until the position has been filled. Please send current resume and list of three references and telephone numbers to:

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

GWU is an equal opportunity/affirmative action employer.

contains more than 2.2 million volumes, 16,000 periodical subscriptions, and three outstanding special collections of history of science, western history, and business history. The Libraries has implemented the public access catalog, cataloging, authority control, and circulations functions of the NOTIS system. Application: Send letter of application with resume, a list of publications

and the names of three references including current supervisor to: Donald C. Hudson, Manager, Administrative Services, University Libraries, **University of Oklahoma**, Norman, OK 73019; (405) 325-2611. Oklahoma University is an equal opportunity, affirmative action employer. We encourage women and minority applicants and we are responsive to the needs of dual career couples.

COORDINATOR FOR USER EDUCATION



The George Washington University announces a search for Coordinator for User Education.

Position: Coordinator for User Education

Appointment salary minimum: \$28,000

Library assignment: Reference and Instruction Department

Position description:

As Coordinator for User Education:

Plans, coordinates and evaluates the bibliographic instruction program for Gelman Library, including: an active course-related instruction program, printed guides and bibliographies, a self-paced research guide, term paper assistance appointments for undergraduate students, and development of media productions and computer-assisted-instruction programs as appropriate. Provides leadership and advice for librarians throughout the Library who provide discipline-specific instruction. Offers training programs and participates in performance evaluation. Serves as chair of the Instructional Publications Review Board which coordinates the library's publication program of instructional materials, and serves on other library committees.

As a member of the Reference and Instruction Department:

Provides reference services to faculty, graduate and undergraduate students, and staff in all academic and professional fields, except law and medicine. Offers online computer searching and trains faculty and students to conduct their own searches.

As a Subject Specialist:

Serves as liaison to selected academic departments. Qualifications required: MLS from an ALA-accredited program. Ability to work effectively with the public and co-workers, and extensive experience in bibliographic instruction are required.

Qualifications preferred: Subject background in education, knowledge of learning theory and applications for adult learning, experience in media design and production, writing and editing skills, and experience or coursework in online computer searching.

Position available: Fall 1990

Deadline for application: For full consideration, please respond by **October 31, 1990**. The search will remain open until the position is filled. Please send current resume and names, addresses and telephone numbers of three references to:

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

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

DIRECTOR OF THE LIBRARY, Trinity College of Vermont (search extended). The Position: Reporting to the Vice President for Academic Affairs, the Library Director oversees a staff of nine, including two professional Associate Librarians, and participates in academic planning and governance through membership on the

Academic Council. The College: We are known for our integration of traditional and non-traditional learners, our blending of professional education and the liberal arts, and our General Education program. In 1991 we will inaugurate the first of three new Master's programs. Unprecedented enrollment growth in recent years has

reached a peak of 1,400 students, the largest in our history. A dramatic new library building opened in 1985, a fine arts complex opens this fall, and a new Learning Center is planned for next year. The Location: Trinity's 17 acre campus, adjacent to the University of Vermont, is in the heart of Burlington, the home of five colleges, a major teaching hospital, IBM, Digital, and General Electric. On the shore of Lake Champlain, minutes from major ski areas, Burlington is considered one of America's most livable cities. Salary: \$35,000-\$40,00. Qualifications: MLS with preference given to candidates with a Master's or Ph.D. in a liberal arts field. Timeline: The position is available now. We seek an outstanding leader to direct our library, and we will review applications until an appointment is made. Women and minorities are encouraged to apply. Letters of application or nomination should be forwarded to: Robert Hahn, Vice President for Academic Affairs, **Trinity College**, Burlington, VT 05401. AA/EOE.

DIRECTOR OF PUBLIC RELATIONS AND DEVELOPMENT.

The University of Nevada, Reno Library seeks professional experienced in public relations and informational writing to head its publications, grant-writing, gift program, and fund-raising activities. Specific assignments include planning and writing/editing of internal and external library publications and news articles; coordinating the fund-raising activities and special events for the Friends of the Library and other library groups managing the receipt, handling, and acknowledgement of gifts of books and other library materials; initiating and assisting with grant proposals; and participating in major fund raising for the library. Reports to the Dean of Libraries. For public relations and development activities, reports also to the University's Director of Public Relations and Director of Development, respectively. ALA-accredited library degree or a bachelor's degree or higher in public relations or other appropriate field. Minimum of 4 years of experience in one or more of the following: public relations, public information, grant writing, institutional fund raising. Excellent communication, writing and interpersonal skills. Appropriate computer skills are required. Faculty status requires that faculty standards for appointment, promotion and tenure must be met. Salary open, depending upon qualifications and experience (minimum \$33,503). No state income tax. 12-month appointment; TIAA/CREF; 24 working days vacation, generous sick leave. Send resume and names and addresses of 3 references to: Mary Ansari, Assistant University Librarian, **University of Nevada, Reno Library**, Reno, NV 89557. To ensure full consideration, applicants are encouraged to have all application information on file by 12/1/90. Position will remain open until filled. An AA/EO employer, hiring only individuals lawfully authorized to work in the U.S.

EAST ASIAN STUDIES LIBRARIAN, The University of Iowa Libraries, Iowa City. Position description: Under the direction of the Coordinator of the Humanities Division the incumbent will: 1) select materials in all formats and in Chinese, Japanese, Korean, English, and other European languages relating to East Asia; 2) provide bibliographic and reference assistance and support to faculty, students, and staff on East Asian topics; 3) coordinate and implement user education in appropriate subject areas; 4) perform original and adapt complex copy cataloging in all formats for materials in East Asian languages; 5) work with the Preservation Librarian on the preservation and conservation of materials in East Asian languages; 6) represent the University Libraries on campus as a member of CAPS (Center for Asian and Pacific Studies) and PAC (Program in Asian Civilization) and work with appropriate faculty to support interest in East Asia throughout the university and the state; 7) represent the University Libraries at pertinent RLG and other professional meetings and conferences. Qualifications: required: MLS from an ALA-accredited library school or equivalent; demonstrated working knowledge of Chinese or Japanese, with basic knowledge of the counterpart language; excellent written and verbal communication skills; knowledge of East Asian studies as an academic discipline; substantial knowledge of or experience with LC classification, LCSH, AACR2, and MARC formats; demonstrated ability to work effectively with faculty and library colleagues; commitment to professional involvement. Desired: Some knowledge of Korean; some knowledge of European languages; library experience in some aspect of East Asian studies; experience with major bibliographic utilities; relevant experience in an academic or research library cataloging operation; advanced work in East Asian studies. Salary and appointment: Appointment rank and salary will be based on relevant experience and educational background.

Appointment categories are Librarian I (minimum salary \$22,430), Librarian II (minimum salary \$28,400) or Librarian III (minimum salary \$33,250). The University offers an attractive package of benefits including 25 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life insurance, dental, vision, childcare credit, and additional benefits. The UI libraries: The UI library system consists of the Main Library and 11 departmental libraries (art, music, business, and the sciences, including the health sciences). With some 3 million volumes, the collections of the UI Libraries rank 29 out of 107 in the Association of Research Libraries. The Libraries uses a NOTIS-based automated system called OASIS. The University is a member of the Research Libraries Group, and staff are actively engaged in national cooperative efforts, including cooperative cataloging. The University and Iowa City: A major research and teaching institution, the University of Iowa offers recognized programs in a wide variety of areas. The University consists of a faculty of some 1,600 serving 28,000 students, 9,000 of whom are registered in graduate degree programs. Iowa City is a community with excellent educational, recreational, and cultural advantages, and is readily accessible via interstate highways and a major airport only 30 miles away. Application procedures: Applications received by November 15, 1990, will receive first consideration. Minorities and women are particularly encouraged to apply. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Barbara I. Dewey, Director of Administrative and Access Services, **University of Iowa Libraries**, Iowa City, IA 52242; (319) 335-5867. The University of Iowa is an equal opportunity, affirmative action employer.

EDUCATION LIBRARIAN. East Carolina University is seeking applicants for an Education Librarian position. Duties include the development, design, and coordination of the library's educational programs in information retrieval and management, providing clients assistance in the reference areas, and assisting with special projects. Applicants must have an MLS from an accredited library school. They must also meet one of the following requirements: undergraduate or graduate degree in the basic/life/health sciences; course work or internship in health sciences librarianship; or one year or equivalent experience in an academic health sciences library. Educational design experience and/or course work preferred. Minimum salary: \$24,250. Resume, two letters of reference, and transcripts for all academic work required for applicant screening which will begin on November 15, 1990. Contact: Jo Ann Bell, Director, Health Sciences Library, **East Carolina University**, Greenville, NC 27858-4354. Federal law requires proper documentation of identity and employability at time of employment. Affirmative Action, equal opportunity employer.

HEAD, ART AND ARCHITECTURE LIBRARY, University of California, San Diego. Rank: Associate Librarian: Salary: \$33,444-\$48,180; or Rank: Librarian: Salary: \$44,964-\$62,352. UCSD is an equal opportunity affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Responsibilities: Under the head of the Associate University Librarian—Collections, the Department Head will be responsible for planning and directing library services for the School of Architecture, the Department of the Visual Arts, and other campus users of slides and art and architecture collections; supervising and developing staff; developing and managing collections in the area of architecture; providing specialized reference service and instruction in the area of architecture; working closely with faculty to determine the needs of users; representing the Department and Library as appropriate. Qualifications: MLS from an ALA-accredited library school. Successful experience in relevant library program planning and management; knowledge of architecture as a professional field and knowledge of architectural library material sufficient to develop collections and services to support instruction and research; ability to manage and provide leadership in a fast-changing growth environment; strong interpersonal skills; effective oral and written communications skills. Desirable qualifications: experience in architecture or visual arts or slide library; knowledge of recent developments in art, architecture and slide librarianship, especially new technology in these fields; experience or skill in fundraising and grant proposal writing. UCSD Librarians are expected to participate in librarywide activities and to be active professionally. Appointees at the rank of Librarian will be expected to bring substantial relevant experience and expertise to the position. Applications received by November 30, 1990, will be assured of consideration. Submit a letter of application, enclos-

ing a resume and a list of references to: Janet Tait, Assistant for Academic Personnel, Library, 0175H-1, 9500 Gilman Dr., **University of California**, San Diego, La Jolla, CA 92093-0175.

HEAD, CATALOG DEPARTMENT. Supervise monograph and serial cataloging activities, including creation and maintenance of official files and records in department of 14, including four librarians. Define goals of department in accord with library goals. Recruit, train, supervise, and evaluate library personnel. Maintain awareness of new developments in cataloging and be prepared to incorporate them, as appropriate, into local procedures. Participate effectively in planning for and installation of integrated library system and completion of retrospective conversion. Communicate effectively verbally and in writing. Demonstrate positive human leadership skills including participation in department heads council. Required: ALA-accredited MLS. Five years successful cataloging experience, including minimum of three years relevant supervisory experience. Demonstrated knowledge of library automation, experience in use of OCLC or RLIN, effective oral and written communications skills, commitment to professional growth. Preferred: Working knowledge of two foreign languages, advanced subject degree, experience with integrated library system. An independent university committed to the Jesuit tradition, St. Louis University, founded in 1818, operates three campuses, in addition to main Frost campus in midtown St. Louis. Has enrollment of 11,560, faculty of 995, and support and administrative staff of 1,933. In addition to Pius XII, system includes libraries in Law, Medical, and Social Service schools, and at Parks College campus. Assistant or Associate Professor (non-tenure track), salary dependent on qualifications, minimum \$32,000. Application deadline: November 15, 1990. Position to begin on January 15, 1991. Send resume, including names, addresses, and telephone numbers of three professional references, by November 15, 1990 to: Director's Office, Head of Cataloging Search, Pius XII Memorial Library, **St. Louis University**, 3650 Lindell Blvd., St. Louis, MO 63108-3302. Saint Louis University is an affirmative action, equal opportunity employer. Women, minorities, the handicapped and Vietnam-Era veterans are encouraged to apply.

HEAD, CATALOGING DEPARTMENT. Responsible for the daily operation of the Cataloging Department including examination and documentation of policies and procedures in an automated environment. Sets priorities and establishes workflow. Supervises original and copy cataloging, database maintenance, recon project and online authority work. Coordinates procedures relating to other departments. The department is responsible for cataloging of monographs, serials, a-v, music, and selected government documents. Sims Memorial Library is a NOTIS library with the acquisitions, cataloging, and OPAC modules implemented. The department head supervises one professional, 3 paraprofessionals and student workers and reports to the Assistant Director for Technical Services. Qualifications: Accredited MLS, knowledge of and experience with AACR2, LCSH, LC and Dewey classifications, and OCLC. 3 to 4 years progressively responsible supervisory and cataloging experience. Demonstrated communication and training skills. Experience in the management or maintenance of an online public access database and familiarity with the use of microcomputers. Twelve-month faculty position. Assistant Professor, tenure track. Salary: \$28,000. Applications meeting required qualifications and received by October 31 will be assured consideration. Send letter of application and resume with the names, addresses, and phone numbers of three references to: Kim Justice, Sims Memorial Library, **Southeastern Louisiana University**, P.O. Drawer 896, Hammond, LA 70402.

HEAD, DATABASE MANAGEMENT. Position currently open. Serves as the supervisor of the Database Management Section of the Bibliographic Control Unit in the Technical Services Division. Reports to the Head, Bibliographic Control and oversees a Section consisting of 7.55 FTE staff positions and several temporary employees in two functional units—Database Maintenance, which provides online maintenance and quality control of the WSU local online catalog; and Marking, which provides the physical marking of items in the WSU Libraries collections. May also perform original cataloging of monographs and/or serials in a variety of formats. Librarians are appointed as members of the Washington State University Faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades of 2,

CURATOR OF RARE BOOKS Special Collections/Archives

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Responsible for collection development, cataloging, and maintenance of rare books and select manuscript collections. Coordinates, curates scholarly exhibitions; works with faculty and donors; and assists with publications, fundraising, public service and outreach activities.

Qualifications: ALA-accredited MLS, 3 years FT Library experience cataloging rare books, relevant experience curating rare books and exhibitions required, preferably in an academic/research library. Advanced subject degree(s), western European languages competency preferred. Knowledge of AACR2, MARC tags and online system experience required. Excellent communication skills and scholarly potential essential.

Salary: Negotiable, dependent upon experience and qualifications; minimum \$33,370, tenure-track appointment plus excellent benefits.

Profile: Special Collections/Archives, located in New Brunswick, has systemwide responsibility for rare books, manuscripts, the University Archives and New Jersey collections. Collection strengths, among others, are New Jersey, British, and American political works, Westerners in the Orient and agricultural works. Submit resumes and three sources for current reference no later than **October 26** to:

Sandra Troy (APP165)
Library Personnel Officer
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08903
FAX: (201) 932-7637

Minorities are encouraged to apply.

Equal opportunity, affirmative action employer.

3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor, and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Required: ALA-accredited MLS or its foreign equivalent; professional cataloging experience in an academic or research library, including a substantial component of fully original cataloging; extensive knowledge of national and international standards, including AACR2 and LCSH; experience with a bibliographic utility and familiarity with local online systems. Preferred: experience in a database maintenance or quality control unit; experience with a variety of formats, subjects, and languages; supervisory experience; demonstrated verbal and written communication skills. Salary: From \$25,000; commensurate with qualifications and experience. Rank: Librarian 2 or 3, commensurate with qualifications and experience; full faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Application procedures: Send letter of application, resume, and names of three references to: Donna L. McCool, Acting Director of Libraries,

DEAN AND UNIVERSITY LIBRARIAN

University of Cincinnati

The University of Cincinnati invites nominations and applications for the position of Dean and University Librarian. The Dean and University Librarian reports to the Senior Vice President and Provost and is the chief academic and executive officer for the University Libraries system. The position is also responsible for coordinating cooperative programs among all U.C. libraries. University Libraries is comprised of a central library, ten college and departmental libraries and media services. There are 40 library faculty and 130 support staff. The collection includes over 1,300,000 volumes. The current budget is \$8.6 million. The University of Cincinnati is a charter member of the Association of Research Libraries.

The Dean has great latitude in the overall management and administration of the University Libraries. The Dean provides vision and leadership in developing strategic plans and policies to meet the teaching and research missions of University Libraries. The Dean fosters an effective internal management structure which is responsible for collection development and management, library services, personnel resources, automation, and cooperative programs. The Dean aggressively builds the resources of University Libraries through fund-raising and grantsmanship.

The Dean provides strong representation of University Libraries to the University administration, and is a member of the Deans Council, the Graduate Council and in campus information technology planning.

The University of Cincinnati (1819) is one of two comprehensive, doctoral granting universities in the State of Ohio University system. The enrollment exceeds 35,000, including over 5,000 graduate students. The University has initiatives underway to enhance its research stature and to improve undergraduate education.

Qualifications: The successful candidate must have a Masters in Library Science from an ALA-accredited institution. A Ph.D. is preferred. Other qualifications include demonstrated leadership within and outside the library system; at least five years of successful high-level management experience in a research library; demonstrated achievement in dealing with changing trends in research libraries and in the application of new technologies; a record of both professional and scholarly achievement; strong human relations skills and ability to communicate effectively; a commitment to affirmative action; imagination and resourcefulness in planning the utilization and development of resources.

The salary range is \$80,000 to \$90,000. Nominations and applications will be reviewed beginning **November 15, 1990**; however, they will be received until an appointment is made. Women and minorities are encouraged to apply. Resumes with a list of references should be sent to:

**Dean Robert J. Werner, Chair
Dean and University Librarian Search Committee
640 Langsam Library
Cincinnati, Ohio 45221-0033**

UC is an affirmative action/equal opportunity employer.

Washington State University Libraries, Pullman, WA 99164-5610. Application review begins: October 26, 1990. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

HEAD REFERENCE LIBRARIAN. Coordinate reference services, bibliographic instruction, computer assisted information retrieval, and develop and maintain the reference collection. Develop and implement department policies, procedures and activities. Super-

vis professional librarians, support staff, student assistants and desk service. Supervise 4.4 FTE staff. Qualifications: Requires MLS/ALA, five years library experience including three years reference experience, commitment to active library service. Supervisory skills, knowledge of reference techniques, online searching, and bibliographic instruction methods, familiarity with technology in reference services. Ability to meet tenure guidelines. Minimum salary: \$28,000. Twelve-month, tenure-track position. 22 vacation days. Excellent benefits. Begins January 14, 1991, or as soon thereafter as possible. Request full announcement or send application letter, resume and three letters of reference to: Cheryl

North Carolina State University, one of the nation's outstanding land-grant institutions, is the state's largest academic institution. With over 25,000 students, it offers doctoral degrees in 48 fields of study. First among North Carolina universities in total research volume, NCSU is currently fifth among American universities in industry-sponsored R&D expenditures. The NCSU Libraries is a member of the Association of Research Libraries and the Center for Research Libraries. Applications and nominations are invited for the following positions.

Head, Natural Resources Library. Under the direction of the Assistant Director for Public Services, has administrative responsibility for the Natural Resources Library. Plans and develops programs in collection management and public services supporting the College of Forest Resources and the Department of Marine, Earth, and Atmospheric Sciences. Plans and implements services utilizing new technology to meet user needs. Serves as a member of the Libraries' middle management group. Qualifications: ALA-accredited MLS. Substantial experience in an academic or special research library, serving science and technology. Substantive experience with computerized literature searching. Effective interpersonal skills and some administrative and supervisory experience. Preferred: Academic background in or substantial working experience in at least one of the fields supported by the library. Experience with the applications of technology to the delivery of library services, including microcomputer applications. Hiring range: \$31,000-\$38,000.

Head, Veterinary Medical Library. Under the direction of the Assistant Director for Public Services, has administrative responsibility for the Veterinary Medical Library. Plans and develops programs in collection management and public services. Plans and implements services utilizing new technology to meet user needs. Serves as a member of the Libraries' middle management group. Qualifications: ALA-accredited MLS. Substantial experience in an academic or special research library, serving medicine or health sciences. Substantive experience with computerized literature searching. Effective interpersonal skills and some administrative and supervisory experience. Preferred: MLA certification. Experience with the application of technology to the delivery of library services, including microcomputer applications. Hiring range: \$31,000-\$38,000.

Assistant Head, Acquisitions Department (new position). Under the direction of the department head, shares responsibility for planning, managing, and providing creative leadership oriented towards high standards of quality, productivity, and accountability. Takes part in implementing automated acquisitions, developing fund allocation mechanisms, and upgrading data collection for monitoring and analysis. Qualifications: ALA-accredited MLS. Substantial experience and proven ability in acquisitions, either monographs or serials, in an academic library. Demonstrated interpersonal skills, including excellent oral and written communication. Good analytical and organizational skills. Experience with automated technical services. Strong commitment to responsive and innovative service. Supervisory experience preferred. Hiring range: \$28,000-\$33,000.

Assistant Head, Catalog Department. Under the direction of the department head, shares responsibility for planning, managing, and providing creative leadership in a department dedicated to high standards of cataloging quality and quantity in an online environment. Departmental activities include retrospective conversion of serials and database maintenance of BIS, the Libraries' local online catalog. Qualifications: ALA-accredited MLS. Substantial experience and proven ability in cataloging, either monographic or serial,

Cutsforth, Chair, Recruitment Committee, McIntyre Library, **University of Wisconsin—Eau Claire**, Eau Claire, WI 54702-5010. Applications received after October 26, 1990, cannot be assured of consideration. UWEC is an AA/EEO employer highly interested in minority and women applicants.

HEAD, SERIALS CATALOGING UNIT, University of Minnesota Libraries, Central Technical Services Department, Serials Management Division. The University of Minnesota Libraries—Twin Cities seeks qualified applicants for the position of Head of Serials Cataloging Unit, which is a unit within the Serials Management Division of the Central Technical Services Department. The Serials Cataloging Unit is responsible for the bibliographic control of over 20,000 active serial titles in the social sciences, humanities, physical sciences, and engineering. This unit includes 1 professional and 3 paraprofessional positions. Responsibilities: Per-

forms original and complex copy cataloging and classification of serials in accordance with national standards. Under the direction of the head of the Serials Management Division, manages serials cataloging unit. Supervises, trains, and evaluates staff; monitors workflow; develops operational procedures; and acts as liaison between the Serials Management Division and other Library units concerning serials cataloging. Qualifications: Requirements include ALA-accredited MLS or foreign equivalent, at least 3 years of professional experience with substantive serials cataloging work, which includes thorough knowledge of AACR2, LC classification, LC subject headings, and the MARC format. Demonstrated managerial and communication skills, as well as supervisory experience are also required. Desirable qualifications include experience in a large academic or research library, reading knowledge of one or more foreign languages, and knowledge of automated serials management. Appointment: This is a 12-month academic/profes-

(continued from previous page)



The **LIBRARIES** of
North Carolina State University

in an academic library. Demonstrated interpersonal skills, including excellent oral and written communication. Good analytical and organizational skills. Experience with automated technical services. Strong commitment to responsive and innovative service. Supervisory experience preferred. Hiring range: \$28,000-\$33,000.

Engineering Reference Librarian. Under the direction of the Head of Reference, delivers information and research services to faculty and students in the College of Engineering and in some areas of the physical sciences. Assists in evaluating and implementing new electronic systems and products, in developing information services through technology, and in instructing clients in the use of research materials. As Coordinator of Online Services, oversees the department's computerized services. Qualifications: ALA-accredited MLS. Demonstrated interpersonal skills, including excellent oral and written communication. Ability to plan, initiate, and implement innovative services responsive to the needs of the NCSU community. Academic backgrounds or significant reference experience in physical science or engineering. Substantial online searching experience. Preferred: Degree in physical science or engineering. Experience with emerging information technologies and their application to library services. Knowledge of microcomputer applications. Minimum salary: \$24,500.

Systems Librarian (new position). Under the direction of the Assistant Director for Library Systems, develops, implements, and manages computer-based information systems for delivery of library information resources. Works closely with department heads and assistant directors to determine automation needs, establish priorities, and develop and implement products. Keeps abreast of new technologies and learns and applies technical skills in hardware and applications support, networking technologies, and user education. Qualifications: ALA-accredited MLS. Education and/or experience with computing in library setting; microcomputers and microcomputer software; applications development using high-level applications generators; and training staff in the use of applications. Good interpersonal skills and systems analysis skills, including excellent oral and written communication. Preferred: Knowledge of networking technologies, particularly AppleTalk-based LANS. Minimum salary: \$24,150. Entry level candidates are encouraged to apply.

Benefits: Librarians at NCSU have academic status without tenure or faculty rank. Benefits include 24 days vacation, health insurance, and TIAA/CREF or state retirement. Tuition waiver program and optional dental, life, disability, deferred compensation, and legal plans are available. To apply: Positions to be filled by July 1, 1991. Review of applications will begin in October 15, 1990, and will continue until positions are filled. To ensure full consideration, candidates must send a resume and the names, addresses, and telephone numbers of three current, confidential references to:

Karen K. Griffith
Office of Personnel Services
Box 7111
NCSU Libraries
Raleigh, NC 27695-7111

North Carolina State University is an affirmative action, equal opportunity employer.

sional position with probationary appointment at assistant librarian rank, with minimum salary at \$30,000. An excellent benefit package is also available. Application deadline is November 30, 1990. Please identify applications with UL 201. Applicants should send a letter of application with detailed resume and names of three references to: Barbara Doyle, Personnel and Staff Development Officer, **University of Minnesota Libraries**, 453 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455-0414. The University of Minnesota is an equal opportunity educator and employer, and specifically invites and encourages applications from women and minorities.

HEAD, UNDERGRADUATE LIBRARY, University of California, San Diego Library. Rank: Associate Librarian: \$33,444-\$48,180, or Librarian: \$44,964-\$56,604. UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can

make contributions in an environment of cultural and ethnic diversity. Responsibilities: Under the general direction of the Associate University Librarian for Administrative and Public Services, the incumbent is responsible for planning, developing, implementing and managing the Undergraduate Library's dynamic instructional program, collections, services, and operations; hiring, supervising and motivating staff; providing leadership for services to undergraduates in all campus libraries; interpreting the undergraduate library program to the university community; coordinating collection development for UGL; providing reference and instructional services. Qualifications: Required: MLS from an ALA-accredited library program; demonstrated record of substantial and successful experience in providing public services, including reference services, library instruction, and collection development. Evidence of strong administrative and leadership skills, including competence in planning and organizing

GOVERNMENT DOCUMENTS LIBRARIAN/CATALOGER

California State University, Fullerton

Description: Serves as one of two librarians in the Government Documents section. Supervises the cataloging and processing activities of several paraprofessionals and numerous student assistants. CSU, Fullerton is a selective depository for federal and California state documents and has substantial holdings of international and local documents as well. Government documents are fully cataloged by the Section on OCLC. CSUF recently installed an INNOPAC OPAC, and documents are in the process of being added to the OPAC database.

Responsibilities: Has primary responsibility for the cataloging and technical services aspects of the Documents section. Serves as the Section's liaison with the Department of Technical Services. Also participates in the provision of public services for the documents collection, including patron assistance at the Documents Service Desk. Serves approximately 5-8 hours per week at the general Reference Desk. Serves on departmental and library committees. May participate in collection development, bibliographic instruction, database searching and other duties as assigned in the Department of Public Services. Must have strong oral and written communications skills. Must be able to interact effectively with all levels of students, staff, faculty, administrators, and co-workers. Must be able to work in a collegial environment.

Requirements: Master's degree in library and information science from an ALA-accredited institution of equivalent. Second advanced degree or doctoral equivalency required for tenure. Experience with or knowledge of selection, cataloging, and public services of government documents required. Preference will be given to candidates with experience on OCLC, and with experience or familiarity with OPACs (especially INNOPAC).

Desirable qualifications: Second advanced degree or subject expertise in political science, taxation, or law.

Salary: Level of appointment and starting salary dependent upon qualifications and experience. Appointment range: Assistant Librarian step 4, to Senior Assistant Librarian, step 8 (\$31,692/yr. to \$38,112/yr. based on a twelve-month work year.) Tenure-track position. Benefits: Optional 10/12 month work year. Twenty-four working days paid vacation per year; one day per month sick leave accumulative; 13 paid holidays; eligibility for sabbatical leave; group medical and dental insurance; standard retirement benefits under the state retirement system; optional TSAs.

Application: Please direct resume (including the names and addresses of three references) and/or request for further information to:

**Lynn M. Coppel, Chair,
Public Services Recruitment Committee
University Library
California State University, Fullerton
P.O. Box 4150
Fullerton, CA 92634**

For full consideration, applications should be received by **November 1, 1990**. Position will remain open until filled.

CSUF is an affirmative action/equal opportunity employer. All personnel policies conform with the requirements of executive order 11246, Title IX of the Higher Education Amendment of 197 and other federal regulation regarding nondiscrimination.

DIRECTOR OF SERIAL PUBLICATIONS/EDITOR COLLEGE & RESEARCH LIBRARIES NEWS

Association of College and Research Libraries

The Director of Serial Publications/Editor, *College and Research Libraries News* manages, edits, produces, distributes, and promotes *College and Research Libraries News*, a monthly news magazine, and *Rare Books and Manuscripts Librarianship*, a semi-annual journal; advises section newsletter editors and coordinates the semi-annual distribution of 13 newsletters.

The editor reviews, accepts, or rejects manuscripts submitted for publication in *College and Research Libraries News*; edits articles and news items that are accepted; compiles and edits regular columns and news features from a large volume of correspondence and news releases; seeks out and prepares cover art, photographs, line art and other graphic elements; prepares and monitors \$300,000 budget; prepares editorial text for production using Xywrite word processing software; produces laser-printed page proofs for the generation of camera-ready, typeset output using Corel Draw and the Aldus Pagemaker desktop publishing system; copyedits and proofreads classified advertising; supervises assistant editor and editorial assistant; develops automation plans for ACRL serial publications; works with ALA program directors and staff to advise on ALA activities, including serving on ALA internal committees and working on joint projects.

Position qualifications: Required: MLS degree in librarianship from ALA-accredited program; knowledge of librarianship as evidenced by at least 3 years experience beyond the MLS degree; 2 years of editorial experience or undergraduate degree in journalism or communication; demonstrated excellence in writing and editing. 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: \$29,352-\$44,028; will be appointed at a salary below the midpoint of the range, based on the successful candidate's salary history.

Closing date: **November 15, 1990**. Applicants should submit a letter of application; resume; and names, addresses, and telephone numbers of three references to:

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

EEO/AA Employer

Library System Analyst/Reference Librarian

In a dynamic and innovative library setting, opportunity to work on system development projects in both Technical and Reference Services applications and to provide all types of reference assistance. Reports 1/2 time to the Head of Systems and 1/2 time to the Head of Reader Services. Participate in an evening and week-end rotation schedule in Reference Dept.

Brandeis has GEAC for its online system and plans for a major upgrade within the next few years. Also have MultiPlatter CD-ROM LAN and other electronic information systems available on campus network.

Salary: \$23,000 for entry level, \$25,410 for at least 1 year of relevant experience.

Requires MLS; 1-2 years' professional academic library experience preferred. Strong interest in and experience with automated library systems and microcomputers preferred. Requires excellent interpersonal and analytical skills and the ability to communicate effectively with all levels of staff and patrons. Background in social sciences and humanities preferred. Some experience in programming desirable.

Send resumes to: Bessie Hahn, Library Director, Brandeis University, PO Box 9110, Waltham, MA 02254-9110.

An equal opportunity/affirmative action employer.

**BRANDEIS
UNIVERSITY**

services and directing staff. Excellent oral and written communication skills. Particularly valued in this position will be the ability to plan and implement innovative approaches to library information service to undergraduate students, especially services that incorporate new information technologies. Highly desirable: supervisory experience. An appointee at the Librarian level would be expected to possess a record of successful management experience as well as a record of active involvement in and significant contributions to the field of librarianship. UCSD librarians are expected to participate in librarywide planning activities and are expected to be active professionally. Applications received by November 30, 1990, will be assured of consideration. Submit a letter of application, enclosing a resume and a list of references to: Janet Tait, Assistant for Academic Personnel, Library, 0175H-1, 9500 Gilman Dr., University of California, San Diego, La Jolla, CA 92093-0175.

HUMANITIES REFERENCE LIBRARIAN. Responsible for collection development, library instruction, and computer-assisted research serving the Departments of Art, Communication and Broad-

casting, English, Journalism, Music, Philosophy and Religion, and Theatre and Dance. Participates in providing general reference service; some night and week-end duty. Faculty position in the Department of Library Public Services reporting to Reference Services Supervisor. Required: ALA-accredited MLS and a second master's degree in a humanities discipline. Experience in collection development, reference, and instruction in an academic/research library is preferred. Minimum salary of \$25,000. Open until filled. Position available November 1, 1990. Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Office of Academic Affairs, Humanities Reference Librarian Search, **Western Kentucky University**, Bowling Green, KY 42101. Women and minorities are encouraged to apply. An affirmative action, equal opportunity employer.

INTERLIBRARY LOAN COORDINATOR. Coordinates interlibrary loan service (borrowing and lending) for the main library and four branches. Plans, directs, trains, and evaluates the work of 5 FTE staff. Establishes policies and procedures, sets priorities, performs bibliographic verification, monitors costs, maintains and evaluates statistics, prepares budget requests and reports. Evaluates software and reviews existing services for implementation of new technologies. Participates in planning for networking and cooperative collection development. The unit handles 40,000 requests per year. Reports to the head, Cooperative Information Services. Library faculty must meet university requirements for promotion and tenure. Required qualifications: Master's degree from ALA-accredited library school; several years post-MLS library experience; knowledge of interlibrary loan practices; working knowledge of major bibliographic tools; good interpersonal and communication skills; creativity and flexibility; ability to deal with changing priorities based on client and library needs; demonstrated organizational skills; the ability to make decisions. Preferred qualifications: supervisory experience; experience with OCLC or other automated ILL subsystem; interest in and knowledge of information systems and databases. Tenure-track position. Twenty-four days annual leave, tuition remission, usual benefits. Assistant professor rank. Minimum salary \$25,000. Send letter of application, current resume, and names, addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Personnel Office, **The University of Tennessee Libraries**, 1015 Volunteer Boulevard, Knoxville, TN 37996-1000. Review of applications will begin November 15, 1990, and will continue until the position is filled. UTK is an EEO/AA, Title IX, Section 504 employer.

ISLAMIC STUDIES LIBRARIAN. Catalogs Islamic material; assesses, manages, and develops the Library's Islamic Collection; establishes and maintains liaison with faculty; provides reference service in Islamic studies and general reference. Requires ALA-MLS or equivalent, extensive working experience with Arabic and Persian collections. Proficiency in Arabic required, and desirable in Persian, Turkish, or Hebrew. Experience in cataloging and collection management in a research library. Appointment at Assistant/Associate Librarian level; salary range is \$27,360-\$48,180. Applications will be reviewed starting November 15, 1990. 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.

LIBRARIAN. The New York Academy of Medicine invites nominations and applications for the position of Librarian. The Academy is seeking a recognized and experienced individual to support the Academy mission to improve the health of the public and guide the Library through technological and functional change. Salary minimum: \$75,000. A minimum of 7 years experience in a large biomedical or academic research library, with 5 years of progressively higher administrative responsibility is required. Skills in management of library automation and electronic information management systems, and experience with library networking activities, long-range planning, development and marketing of services to corporate and other specialized user groups are also required. Knowledge of the information needs of health professionals, evidence of successful grantsmanship, scholarly achievement and demonstrated commitment to personal professional development are expected. The Academy Library participates in the National Library of Medicine Regional Medical Library Program by serving as one of seven Regional Medical Libraries; it is a sponsor-

QUINNIPIAC COLLEGE

DIRECTOR **QUINNIPIAC COLLEGE INSTRUCTIONAL RESOURCES**

Applications and nominations are invited for the position of Director of Instructional Resources which includes responsibility for the college library and audiovisual center.

Quinnipiac is a residential college of approximately 2300 full-time students, 1000 part-time and graduate students in the Schools of Allied Health & Natural Sciences, Liberal Arts and Business. The library is a member of the OCLC (NELINET), holds 160,000 volumes, a substantial number of microform units and subscribes to over 900 periodicals. The Audiovisual Center contains instructional audiovisual materials, and houses several small studios in support of the college's instructional programs. Professional staff includes 5 librarians and 3 audiovisual staff.

Qualifications include MLS from ALA-accredited program, and second masters degree in a related field or a Ph.D.; at least 5 years of senior administrative experience in an academic library. Successful applicant should have experience with library planning and facilities design, a strong commitment to public service, familiarity with automated systems, including the integration of new technologies into a traditional setting. Duties include planning, formulating and implementing goals and objectives, managing personnel, budgets, services, facilities and collections.

Position available July 1, 1990. Applications and/or nominations will be accepted until the position is filled. Send letter of application, resume and names of 3 professional references to: Linda K. Broker, Associate Vice President for Educational Services, Quinnipiac College, Mt. Carmel Avenue, Hamden, CT 06518.

Quinnipiac College is an Equal Opportunity, Affirmative Action Employer.

DIRECTOR OF THE UNIVERSITY LIBRARY

Case Western Reserve University

Case Western Reserve University is accepting nominations and applications for the position of Director of the University Library.

Case Western Reserve is committed to the development of a "Library of the Future" that does away with the conventional separation between library and computing services. At the hub of this learning environment will be a new University library facility, a campus centerpiece for teaching and research that will combine traditional library holdings and services with electronic access to remote data and other information sources.

The Director manages all resources of the University Library, including staff, materials, budgets and other funding, equipment, and facilities to achieve the Library's overall goal of meeting the instructional and research information needs of the University's faculty, students, and staff. There are separately administered campus libraries for law, health sciences, and social work. The Director reports to the Vice President for Information Services and is responsible for a staff of 79.

Qualifications include senior management experience in a major academic library, with substantial experience in staff recruitment, management, and development; significant experience in the application of information technologies to support and enhance library services; and the ability to work effectively with diverse constituencies within and outside the University. We anticipate that candidates will hold an M.L.S. degree; a doctorate or other additional advanced degree is desirable. Candidates must have a record of initiative and achievement in developing programs and services, and be committed to the goals of a research university and to the intellectual and service mission of the library.

The position will be available as of Sept. 15, 1990. The anticipated appointment date is July 1, 1991, although an earlier appointment would be desirable. Salary is competitive, with an extensive benefits package. Applications should include a letter of interest, curriculum vitae, and the names of at least three references.

Nominations and applications should be sent to: Chairman, Search Advisory Committee for Director of the University Library, c/o Office of Public Affairs, Case Western Reserve University, 2040 Adelbert Road, Room 26, Cleveland, OH 44106. Review of materials will begin at once and continue until an appointment is made.

To ensure full consideration, nominations and applications should be received by Nov. 1, 1990.

In employment as in education, Case Western Reserve University is committed to affirmative action and equal opportunity.



HEAD, BRILL SCIENCE LIBRARY

Miami University Libraries

The Miami University Libraries, which serve the information needs of Miami University, a selective institution located in Oxford, Ohio, 35 miles north of Cincinnati, are seeking an energetic and experienced specialist to direct the activities of Brill Science Library. The Library, with 5 librarians, 4 1/2 support staff and more than 30 student assistants, houses an excellent collection of scientific books, journals, microforms, and maps.

Responsibilities: Reporting to the Assistant University Librarian for Information and Research Services, the Head of Brill Science Library is responsible for directing and managing the many and varied activities of this full-service Library. Duties include: overseeing collection development, automation, circulation, bibliographic instruction, map room and other functions; providing leadership and planning for departmental personnel and budget activities; providing high quality reference and instructional services; providing administrative information on the library such as reports, surveys, and studies as needed; developing and evaluating staff; supervising individual unit heads; contributing to professional activities of the Libraries and the University.

Required qualifications: An ALA-accredited MLS degree; at least 4 years of progressively responsible experience in an academic library; a broad based knowledge of the sciences; some knowledge of technical processing; broad understanding of library services and functions and their relationship to the Miami University Library system as a whole; excellent supervisory skills; demonstrated strong oral and written communications skills; experience with collection development and library automation; strong organizational skills. Highly desirable: a graduate degree in a science area; knowledge of online searching and evidence of research interest and activity.

The Miami University Libraries contain over 1.4 million volumes, have an extensive collection of government documents and microforms, and subscribe to over 12,000 serials. They serve 850 teaching and research faculty, 15,000 undergraduates and 1,000 graduate students. The library has 36 professional librarians and 55 support staff, is a member of OCLC and CRL, and is currently installing an Innovative Interfaces online system.

Benefits include Blue Cross/Blue Shield, major medical disability, dental and term life insurances all paid by the University. Public employees retirement system. Minimum salary \$32,000, negotiable, depending upon experience and qualifications. Submit letter of application, resume, and names, telephone numbers and addresses of three professional references to:

Judith A. Sessions
Dean and University Librarian
Miami University
Oxford, OH 45056

Applications received by **November 15** will receive first consideration, but applications will continue to be accepted until the position is filled.

Miami University is an equal opportunity employer actively seeking minority applicants.



ing member of The Medical Library Center of New York, and a charter member of the Independent Research Libraries Association. Nominations and applications including a full curriculum vitae should be sent to: Chairman, Search Committee for the Librarian, **The New York Academy of Medicine**, 2 East 103rd Street, New York, NY 10029. The application deadline is November 15, 1990. The New York Academy of Medicine is an affirmative action, equal opportunity employer.

MEDICAL LIBRARY COORDINATOR. Search extended, open immediately. Relatively new position offers many possibilities for

a dynamic, articulate individual to lead the development of library participation in the Brown Program in Medicine. Responsibilities include assessing needs and shaping services accordingly; expansion of library training for students, faculty and staff; information management services; coordination of activities with Affiliated Hospital Librarians; library liaison to medical program; and reference desk duties. Requirements: MLS degree from an ALA-accredited library school, significant experience in academic medical and hospital libraries and demonstrated knowledge of current technological advances in medical informatics. Highly desirable: participation in consortial agreements; experience in grant application

HEAD OF CIRCULATION SERVICES

**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 Head of Circulation Services. 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.

The Head of Circulation Services is responsible for developing and maintaining a smoothly functioning, user-responsive circulation system that includes reserve, general circulation, and stack maintenance. The position is responsible for oversight of all aspects of the NOTIS-based circulation system in the Olin (central) Library and for extending that system to the eight departmental libraries. The service area includes 17 full-time staff and 7 FTE student assistants in Olin Library. The position reports to the Associate Dean for Collections and Services, and is responsible, along with seven other service heads, not only for the daily operation of the library, but also for coordinated planning, budgeting, and personnel recruitment and assessment.

Qualifications: Candidate must have a masters degree, preferably an MLS from an ALA-accredited library school. At least three years of supervisory experience, preferably in a research library environment; experience with automated systems; excellent communication skills; strong commitment to patron service; 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: \$35,000+, 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 **October 15, 1990**.

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

LIBRARIAN

Queensborough Community College/CUNY

Queensborough Community College/CUNY seeks full-time faculty positions for Library anticipated for 1991. MLS from ALA-accredited program required. Second master's or Ph.D. required for Assistant Professor appointment. Positions involve cataloging, reference, library instruction, and collection development responsibilities; knowledge of computerized library systems and A/V multi-media a plus. Salary dependent on qualifications. Salary range: Instructor/Lecturer: \$26,260-\$30,501; Assistant Professor: \$28,630-\$42,323. Resumes due **November 19, 1990**, to:

**Chairperson, Library Department
Queensborough Community College/CUNY
222-05 56 Avenue
Bayside, NY 11364**

LIBRARY DIRECTOR

Carroll College Waukesha, Wisconsin

Carroll College, founded in 1846, is a competitive four year residential, coeducational liberal arts college affiliated with the Presbyterian Church, USA. Operating under the 4-1-4 calendar, the college serves 1,475 full-time students and over 650 part-time students. Waukesha (population 55,000) is approximately 15 miles west of Milwaukee, 60 miles east of Madison, and 100 miles north of Chicago.

Qualifications: MLS from an ALA-accredited library school. A second Master's Degree highly desirable; experience with library technology and automated library systems; ability to work effectively with faculty, staff, students, and administration; involvement in professional associations and cooperative library programs; an appreciation for the role of the traditional book.

The Director of Library Services is responsible for the overall administration of the Library including budgeting, planning, and personnel.

Minimum salary: \$35,000; twelve-month contract.

Closing date for applications is **December 3, 1990**.

Send letter of application, resume, and names/phone numbers of three references to:

**Donald Tappa
Vice President for Academic Affairs
100 N. East Avenue
Carroll College
Waukesha, WI 53186**

HEAD, REFERENCE DEPARTMENT

University of Miami

The University of Miami Library system, with holdings in excess of 1.7 million volumes, is a member of ARL and CRL. The Richter Library Reference Department provides daily reference desk service, class-oriented instruction, online and CD-ROM access to information, and individual research consultation. The Department Head reports to the Assistant Director for Public Services, provides innovative leadership in planning, evaluating, and managing reference services in an automated environment with a strong public services commitment, coordinates development of the reference collections, and supervises 10 FTE librarians and 3 FTE support staff.

MLS from an ALA-accredited library school or foreign equivalent; 5 years of reference experience in an academic library, including supervisory responsibilities; evidence of professional growth; demonstrated planning, organizational, and management skills; knowledge of information technologies. Experience in library instruction and collection development and an additional subject degree are desirable.

Twelve-month, tenure-earning faculty appointment. Librarians are expected to meet the University's criteria for promotion and tenure which require research and publication. Starting salary negotiable, minimum \$35,000. Benefits include moving allowance, University assistance with house financing, tuition remission, paid pension plan options including TIAA/CREF, paid life insurance, partially paid medical/dental insurance plans, 22 days paid vacation.

For full consideration, send, before **November 15**, a letter of application, resume, and the names of three references to:

**Ronald P. Naylor
Administrative Services
Otto G. Richter Library
P.O. Box 248214
Coral Gables, FL 33124**

University of Miami is an equal opportunity, affirmative action employer.



OFF-CAMPUS PROGRAMS LIBRARIAN

University of Northern Colorado

The University of Northern Colorado seeks applicants for the newly established position of Off-Campus Programs Librarian, position number 21529. The Division of Continuing Education offers complete degree programs, workshop/professional renewal courses and independent study courses at more than 60 locations in Colorado with degree programs in Colorado Springs, Craig, Denver, Grand Junction, La Junta, Lowry Air Force Base, Pueblo, and Sterling.

Required: Masters Degree in Library Science from an ALA-accredited Library School; experience in a college, university, or research library. Preferred: Experience with providing library services to students served by off-campus academic programs; experience with computers and the application for the delivery of information needs.

The position reports to the Director of Public Services and Personnel and is responsible for planning, implementing, coordinating, and evaluating library resources and services addressing the information needs of the off-campus community. The successful applicant must have the skills to identify informational needs and respond to them flexibly and creatively. The Off-Campus Programs Librarian will supervise 1 FTE classified staff and student assistants. The position requires traveling to off-campus sites within the state.

Salary ranges: Assistant Professor \$26,600-\$32,600; Associate Professor \$32,000-\$38,225. Starting date is February 1, 1991 (negotiable). All application materials will be accepted until **November 15, 1990**, or until the position is filled. Send letter of application highlighting candidate's suitability, resume, and the names, addresses, and telephone numbers of three references to:

Off-Campus Programs Librarian Search Committee
c/o Administration Office
James A. Michener Library
University of Northern Colorado
Greeley, CO 80639

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



and administration. Appointment range: \$29,550-\$36,900 based upon experience. Please send letter of application, resume and names of three references to: Michele Wise, Department of Human Resources, Box 1879/MG934, **Brown University**, Providence, RI 02912. Applications will be accepted until this position is filled. Brown University is an equal opportunity, affirmative action employer.

PRINCIPAL CATALOGER. Position currently open. Bibliographic Control Unit, Technical Services Division. This newly structured position supervises the Cataloging Section which is responsible for original and copy cataloging for the WSU Libraries including both monographs and serials. Coordinates activities of the section; provides training and support related to cataloging activity; performs cataloging of monographs and/or serials in a variety of formats as appropriate; serves as liaison with the Western Library Network (WLN) regarding issues related to cataloging. Librarians are appointed as members of the Washington State University faculty and are expected to participate actively in the University's instructional, research, and service programs. All privileges, obligations, and research responsibilities of faculty are inherent in such membership. Librarians are ranked in grades 2, 3, and 4, equivalent to the academic ranks of Assistant Professor, Associate Professor and Professor. A progressive record of professional/scholarly achievement is expected of all librarians. Required: ALA-accredited MLS or its foreign equivalent; 3 or more years of professional cataloging experience in an academic or research library, including a substantial component of fully original cataloging; extensive knowledge of national and international standards, including AACR2 and LCSH; experience with a bibliographic network. Preferred: Experience with various material formats,

subjects, and languages; working knowledge of one or more modern European languages; experience with local automated library systems; familiarity with WLN; supervisory experience; demonstrated verbal and written communication skills. Salary: \$25,000 commensurate with qualifications and experience. Rank: Librarian 2/3; faculty status. Benefits: TIAA/CREF, broad insurance program, 22 days vacation, 12 days/year sick leave. Send letter of application, resume, and names of three references to: Donna L. McCool, Acting Director, **Washington State University Libraries**, Pullman, WA 99164-5610. Application review begins: October 26, 1990. Washington State University is an equal opportunity, affirmative action educator and employer. Members of ethnic minorities, women, Vietnam era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

REFERENCE LIBRARIAN. The University of Alabama seeks applications for the position of Reference Librarian (Instructor or Assistant Professor) to provide information/instructional assistance in the Main Reference Department; perform online database searches; participation in collection development activities; some evening and weekend reference duties. Qualifications: Required: An MLS from a program accredited by ALA (degree must be received by the close of the application period). Familiarity with all facets of reference service, strong commitment to public service, good interpersonal skills, demonstrated organizational ability, initiative and flexibility, evidence of excellent verbal and written communication skills. Desired: Familiarity with U.S. Government Documents, knowledge of national and trade bibliographies, second subject masters, knowledge of one or more foreign languages. Rank and salary will be dependent upon qualifications:

PRESERVATION ADMINISTRATOR

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 **November 1, 1990**.

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

Instructor or Assistant Professor, minimum salary \$21,500. Full-time, tenure, track position, strong benefits. Send letter of application, resume, and names and addresses of three references to: Sondra Tucker, Libraries Personnel Officer, The **University of Alabama**, P.O. Box 870266, Tuscaloosa, AL 35487-0266 by the application deadline of November 9, 1990. The University of Alabama is an equal opportunity/affirmative action employer.

REFERENCE LIBRARIAN, Florida Atlantic University. Reports to the Head, Reference Department. Participates in all aspects of reference service at the reference desk (including some evening/weekend shifts), online/CD-ROM database searching, bibliographic instruction, subject-assigned collection development and other related duties as assigned. Required: ALA-accredited MLS; effective interpersonal and communication skills; flexibility and initiative. Preferred: Reference experience in an academic library including online searching and bibliographic instruction. Rank: Assistant University Librarian. Salary: \$23,000-\$25,103. Send letter of application, resume, and the names of three current references to: Chair, Reference Librarian Search Committee, **Florida Atlantic University Libraries**, P.O. Box 3092, Boca Raton, FL

33431. Deadline for applications is October 31, 1990. Florida Atlantic University is an affirmative action, equal opportunity institution.

REFERENCE LIBRARIAN. Randall Library, University of North Carolina at Wilmington. Entry-level position; faculty status, usual benefits. Required: ALA-accredited degree, strong interest in public service in an automated environment, excellent communications skills, willingness to work some weekends and evenings. Beginning salary: \$20,500. To apply, send letter and resume, including three references to: Frankie Mincey, Secretary, Search Committee for Reference Librarian, Randall Library, **University of North Carolina at Wilmington**, Wilmington, NC 28403-3297. Applications received before November 15, 1990, will be given first consideration. An AA/EEO employer.

REFERENCE LIBRARIAN, University of Georgia Libraries, Main Library. Entry level position. Salary minimum \$21,000. Duties: Reference librarians in the Main Library are responsible for assisting students, faculty, staff, and others in making effective use of library resources in the humanities and social sciences. To

REFERENCE LIBRARIAN

Department of Public Services California State University, Fullerton

Responsibilities: With a quality service-oriented team of seven reference librarians, provides extensive ready and research reference, bibliographic instruction and online/CD-ROM services to students, faculty and community residents. Participates in collection development. **Requirements:** Master's degree in library and information science from an ALA-accredited institution or equivalent. Second advanced degree or doctoral equivalency required for tenure. Ability to interact with faculty, students, staff, and administrators. Effective oral and written communications skills.

Desirable qualifications: Preference will be given to candidates with any of the following: experience or training in computerized reference service; subject master's degree. Consideration will be given to all well-qualified candidates, including recent library school graduates.

Salary: Level of appointment and starting salary dependent on qualifications and experience. Appointment range: Assistant Librarian, step 4, to Senior Assistant Librarian, step 8 (\$31,692/yr. to \$38,112/yr.) Tenure-track position. **Benefits:** Optional 10/12 month work year. Twenty-four working days paid vacation per year; one day per month sick leave accumulative; 13 paid holidays; eligibility for sabbatical leave; group medical and dental insurance; standard retirement benefits under the state retirement system; and optional TSAs.

Application: Please direct resumes (including the names and addresses of three references) and /or request for further information to:

Lynn M. Coppel
Chair, Public Services Recruitment Committee
University Library
California State University, Fullerton
P.O. Box 4150
Fullerton, CA 92634

For full consideration, applications should be received by **November 15, 1990**. Position will remain open until filled.

CSUF is an affirmative action, equal opportunity employer. All personnel policies conform with the requirements of executive order 11246, Title IX of the Higher Education Amendment of 1972 and other federal regulations regarding nondiscrimination.

achieve this goal, reference librarians provide general reference, instructional, and referral services; conduct formal library instruction through general tours and specialized presentations; perform computerized database searches; and assist end-users with computer databases, such as the Online Catalog and CD-ROM products. In addition, each reference librarian contributes to development of the reference collection through selection and weeding. The department is composed of 11 librarians and 4 support staff. Reference librarians report to the Head of the Department. **Qualifications:** ALA-accredited MLS; advanced reference courses in the social sciences or humanities, or relevant experience; working knowledge of basic reference sources; interest in user education; knowledge of basic computer database searching on systems such as BRS, DIALOG, or CD-ROMs; working knowledge of one foreign language; effective oral and written communication skills; ability to establish and maintain effective working relationships; undergraduate degree in the social sciences or humanities preferred. **Application procedure:** Send letter of application addressing all qualifications with a resume and the names of three references by November 16, 1990, to: Florence E. King, Personnel Librarian, **University of Georgia Libraries**, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal opportunity, affirmative action institution.

SCIENCE LIBRARIAN/BIBLIOGRAPHER. Description: The Science Librarian/Bibliographer shares reference assignments with three other librarians in the Science and Technology Library (STL). Responsibilities also include bibliographic instruction, online searching, collection development and faculty liaison for assigned physical science and/or engineering departments. The position participates in liaison with the Information Center of the Automation and Robotics Research Institute in Fort Worth. The Science Librarian/Bibliographer reports to the Head of STL and is one of eight full-time staff members. **Qualifications:** Required: Master's degree from an ALA-accredited library school; knowledge of science and engineering reference and bibliographic resources. Desired: Experience or academic preparation in one of the sciences or engineering, preferably chemistry; an additional graduate degree in a relevant discipline; training and experience in online searching, in particular chemistry databases. **Employment:** Full-time. Non-traditional work week. **Location:** The University of Texas at Arlington, located in the Dallas-Fort Worth metroplex, has a current enrollment of approximately 24,000 and offers 97 degrees, 22 at the Ph.D. level. The University Libraries consist of the Central Library, the Science and Technology Library, and the Architecture and Fine Arts Library. They presently have approximately 800,000 volume equivalents in the general collection, a staff of 105, and an FY

UNIVERSITY ARCHIVIST

Clark University

Responsibilities: To provide leadership, organization and coordination of all aspects of university archives, including supervising accessioning, appraising, arranging, describing and preserving archival and manuscript materials, managing historical records, advising departments on records management, encouraging use of archival collections in educational programs, providing information on archival materials, and gathering materials for exhibits. The archivist reports to the university librarian.

Qualifications: Graduate-level archival training in either history or ALA-accredited MLS program; combined MA/MLS preferred; demonstrated experience in microcomputer applications to archival processing desirable. Experience with bibliographic and research techniques required, as is the ability to communicate clearly, to work systematically and carefully, and to respect the confidentiality of records.

Salary range mid to high 20s. Comprehensive benefit package including 4 weeks vacation after one year and generous tuition remission for employee and family. Applications will be reviewed beginning October 1st, and will continue until the position is filled. Send letter of application, resume, and names of three references to:

**Search Committee for University Archivist
Goddard Library
Clark University
Worcester, MA 01610-1477**

AA/EOE. Clark is an intentionally diverse community.

1990-91 budget of \$4,500,000. The Libraries participate in AMIGOS/OCLC, DIALOG, BRS, STN, and have installed the NOTIS automated system. Salary and benefits: \$21,500 salary plus \$965 in State contributions toward Social Security for an annual minimum of \$22,465. Additional State contributions include up to \$2,400 per annum to health benefits package, and 8.5 per cent of annual salary contributed by the State for optional retirement programs. Applications: Applications should include a resume and the names and addresses of three professional references. Consideration for the position will begin November 1, 1990, and will continue until a satisfactory candidate has been found. Applications and nominations should be addressed to: Leveta Hord, Chair, Science Librarian Search Committee, **The University of Texas at Arlington** Libraries, P.O. Box 19497, Arlington, TX 76019. Applications from qualified minorities are encouraged.

SCIENCE REFERENCE LIBRARIAN, Illinois State University, Milner Library, Science/Technology/U.S. Government Documents Division. Full-time faculty, tenure-track position. Duties: With three other professionals, furnishes traditional, online and CD-ROM reference service in the Science/Technology/U.S. Documents Division. In addition, provides bibliographic instruction, liaison, and develops collections in support of several departments from among the pure and applied sciences depending on credentials of the candidate. Qualifications: Required: ALA-accredited MLS, knowledge of the literature of science either from professional experience or extensive course work. Preferred: Graduate degree in scientific discipline, supervisory experience, experience in scientific bibliographic instruction and collection development. Second advanced degree in library science or subject discipline required for tenure or appointment beyond Instructor rank. Salary: \$25,000 minimum; negotiable depending on education, experience, and rank at appointment. Preferred beginning date: February 1, 1991. Application deadline: Applications will be accepted until position is filled, but for maximum consideration, applications should be in no later than November 15, 1990. To apply: Submit resume and names of three references to: Science Reference Librarian Search Committee, 311 Milner Library, **Illinois State**

University, Normal, IL 61761. Illinois State University is an equal opportunity, affirmative action employer.

SERIALS CATALOGING COORDINATOR, Oberlin College Library. Coordinates all aspects of serials cataloging; supervises 2 experienced paraprofessional catalogers. Qualifications required: ALA-accredited MLS; serials cataloging experience in an academic library; experience in the use of current automated serials cataloging standards; supervisory ability; ability to work well with others; knowledge of a modern foreign language. Qualifications desired: 2 or more years serials cataloging experience; experience with monographic cataloging, Dewey and LC classification, LCSH, OCLC, and Geac 9000 library system. Salary competitive, commensurate with qualifications and experience, minimum \$24,000. Generous fringe benefits. Send letter of application, resume, and three letters of reference to: Serials Search Committee, **Oberlin College** Library, Oberlin, OH 44074. Screening of applications will begin on October 22, 1990. AA/EOE.

SERIALS LIBRARIAN. Indiana University of Pennsylvania seeks a librarian to oversee the Libraries' serials operations, including responsibility for collection development, bibliography, and public service. The library system, which includes a central facility and 4 branch libraries, subscribes to over 4,500 periodicals and contains over 600,000 book volumes, 98,000 bound journals, and 1.7 million items of microforms. The serials budget exceeds \$600,000. The Serials Department is in the process of building its bibliographic database in the INNOVACQ Serials System as well as in the Carlyle online catalog. The Serials Librarian, with a current support staff of five, works closely with all segments of the University to provide a high level of service to growing constituencies. The Serials Librarian participates in planning and implementation of automation within the department and the Library. The Serials Librarian provides reference service at the Information Service Desk on weekends on a rotating basis. An ALA-accredited MLS, two to four years relevant professional or pre-professional work experience in an academic library with a background in serials, a thorough working knowledge of the Serials MARC format and an

understanding of serials automation issues, an ability to work constructively as a team member, and a commitment to public service are required. The Serials Librarian must be well organized, self-directed, and self-motivated. Excellent oral and written communication skills as well as an ability to work effectively with the public and colleagues are essential. Present university practice requires a second master's degree or doctorate for tenure. Depending upon qualifications, appointment will be at the rank of instructor or assistant professor with the minimum salaries of \$21,000 and \$25,000 respectively for nine months. Salary and rank are negotiable. Additional summer employment is possible. Librarians at IUP are faculty with full academic rank, rights, and responsibilities consistent with that status. Benefits are excellent. Please apply with a letter of application, current resume and three letters of references by November 2, 1990, to: Ronald A. Steiner, Chairperson, Serials Search Committee, Stapleton Library, **Indiana University of Pennsylvania**, Indiana, PA 15705-1096. The anticipated appointment date is December 29, 1990. IUP is committed to affirmative action and equal opportunity. Women and persons of color are particularly encouraged to apply.

SYSTEMS ADMINISTRATOR. The Valley Library Consortium, a multi-type library consortium in mid-Michigan, is seeking to fill the newly created position of Systems Administrator. The Consortium is currently in the process of expanding its membership base to include twenty public, academic, and special libraries and, this fall, it will be implementing a new automated library system to replace its existing automated circulation system. The Systems Administrator will supervise a staff of two (one professional and one clerical) and will report on day-to-day operations to the director of the library at Saginaw Valley State University, which serves as host site to the Consortium; the Consortium's Board, on the advice of its Administrative Council, is responsible for policy, procedural, and protocol development. Requirements: ALA-accredited MLS and at least five years of professional library experience. Prior experience in automation and networking in a multi-type library environment, and in budgeting and grant development is highly desired. Experience in cooperative program development, which may include interlibrary loan, shared collection development, or continuing education, is preferred. Excellent university benefits, including TIAA/CREF; generous medical, dental, and vision insurance; and 22 days annual vacation. Salary range: \$28,000-\$34,000. Applications requested by Friday, October 19, 1990, but will be accepted until position is filled. Send resume, letter of application, and names, addresses and phone numbers of 3 or more professional references to: Clifton H. Jones, Director, Melvin J. Zahnow Library, **Saginaw Valley State University**, University Center, MI 48710; (517) 790-4237.

TECHNICAL SERVICES/REFERENCE LIBRARIAN. Reports to Head Librarian of 225,000 volume branch library serving graduate and undergraduate progress in engineering, education, agriculture, mineral/energy resources, social work, physical education,

art and theatre. Responsibilities: coordinate cataloging and acquisitions activities with main library; supervise catalog and serial record maintenance; supervise bindery operations; supervise three full-time staff members and 6-10 student assistants; participate in reference, database searching and bibliographic instruction services; contribute to collection development activities; participate in automation planning/implementation and other long-range planning activities. Evolving automation environment. The percentage of effort for this position may gradually shift from technical services toward reference activities following the implementation of online serials and acquisitions modules in 1993-94. Selected technical services responsibilities will remain after an automated system is in place. Qualifications: ALA-accredited MLS; knowledge of AACR2, LC classification, LCSH and MARC formats; familiarity with OCLC and CD-ROM applications; supervisory ability; strong service orientation and reference ability; effective oral, written and interpersonal communication skills; familiarity with online database searching. Preferred: prior experience in technical services; subject background or experience in a discipline served by the Evansdale Library; academic library experience; experience with automated systems. Benefits: TIAA-CREF; major medical plan; 24 days annual leave; 18 days sick leave; non-tenure earning faculty position; proximity to recreational and cultural opportunities in the Allegheny Mountains, Pittsburgh and Washington, D.C. Salary: \$20,000-\$23,000, depending on experience and qualifications. Rank: Staff Librarian or Assistant University Librarian. Application: Submit application letter, 3 copies of resume and names/addresses of three references to: Harold B. Shill, Chair, Technical Services/Reference Librarian Search Committee, Evansdale Library, **West Virginia University**, P.O. Box 6105, Morgantown, WV 26506-6105. Review of applications will begin November 1 and continue until the position is filled. West Virginia University is an equal opportunity, affirmative action employer.

TECHNICAL SERVICES LIBRARIAN, Williams College Library, search re-opened. Under the general supervision of the head of Technical Services to participate in the acquisitions and cataloging operations of the College Library. Performs original cataloging of monographs, music scores, and non-book materials. Does authority work, both subject and name. Oversees retrospective conversion and reclassification projects. Performs online catalog maintenance. Does complex bibliographic searching for acquisitions. Participates in formulating technical services policies and procedures. Trains and supervises technical assistants and student workers. Performs other professional assignments as required. Qualifications: MLS degree from an accredited ALA Library School. Knowledge of OCLC, LC classification, subject headings, and online catalog. Ability to work with foreign language materials. Salary from \$23,500, depending upon experience. Send resume and names of three references to: James Cubit, Assistant College Librarian, **Williams College Library**, Williamstown, MA 01267. Application review begins immediately and will continue until position is filled. An EO/AA employer.

LATE JOB LISTINGS

ACCESS SERVICES/REFERENCE LIBRARIAN. Full-time faculty position (12-month contract year) to manage Access Services programs including circulation, ILL, reserves, current periodicals, and non-print services. Also assumes leadership role in providing service to off-campus users, and for unit staff supervision, policies, and program evaluation. Will assist with training and public relations for CD-ROM public access catalog and participate in implementing automated circulation system in foreseeable future; participates in shared reference service. Requires ALA-accredited MLS, strong commitment to service, and effective organizational/communication skills. Prefer 2-4 years experience and academic library orientation, but those with limited experience and demonstrated potential for creativity and innovation will be considered. Appointment at Assistant or Associate Librarian rank in salary range \$29,677-\$34,433 dependent upon qualifications. Full employee benefits package, applicant review begins November

25, 1990, with position open until filled. EOE. Applications from minorities and women are encouraged. Apply to: Robert Hudspeth, Dean, Arts and Sciences, **University of Redlands**, 1200 E. Colton Avenue, Redlands, CA 92374.

CATALOG LIBRARIAN, EAST ASIAN LANGUAGE MATERIALS (new position, search reopened), University of California, Irvine Library. Assistant to Librarian, Step IV salary range of \$31,668-\$56,604. Generous benefits package, equal to approximately 40% of salary; excellent retirement system. Responsibilities: Reports to Head of Cataloging. Catalog materials in East Asian languages and English in all formats. Qualifications: Required: ALA-accredited MLS degree; degree in an area of East Asian studies; Chinese language/writing skills; excellent English communication skills; supervisory skills, at least 3 years cataloging experience, using AACR2 and LC classification and subject headings; ability to work with various romanization schemes and to work effectively, independently, and cooperatively with all elements of a culturally diverse academic community; basic computer literacy. Desirable: Working experience with OCLC or RLIN CJK workstations; Japanese writing/reading skills. Applications received by November 15, 1990, will receive first consideration, but applications will be accepted until position is filled. To apply: send application letter with 1) complete statement of qualifications; 2) resume of education and relevant experience; and 3) names, addresses, and telephone numbers of 3 references. Address letter to: Anne Rimmer, Library Personnel Office, **University of California, Irvine**, P.O. Box 19557, Irvine, CA 92713; (714) 856-7115; fax: (714) 725-2472. AA/EEO actively seeking minority candidates.

GOVERNMENT PUBLICATIONS LIBRARIAN, University of California, Irvine Library. Assistant to Librarian Step IV with salary range of \$30,144-\$56,604. Generous benefits package, equal to approximately 40% of salary; superb retirement system. Duties: Reports to head of Government Publications and Microforms Department. Collection development and bibliographic control of California and Canadian collections; provide reference and information services; participates in bibliographic instruction, professional development activities, and department policy and procedure development. Some night and weekend hours required. Qualifications: Required: ALA-accredited MLS degree; post-MLS work experience with government publications; demonstrated bibliographic instruction skills; database searching experience; computer literacy; excellent written/oral communications skills; commitment to public service; able to work independently and cooperatively with culturally diverse academic community; analytical skills; evidence of research/participation in professional association. Desirable: Collection development experience and advanced social science degree. Applications received by 11/1/90, will be considered first, but will be accepted until position is filled. To apply: send application letter with 1) complete statement of qualifications; 2) resume of education and relevant experience; and 3) names, addresses, and telephone numbers of 3 references. Send letters to: Anne Rimmer, Library Personnel Office, **University of California, Irvine**, P.O. Box 19557, Irvine, CA 92713; (714) 856-7115; fax: (714) 725-2472. AA/EEO actively seeking minority applicants.

HEAD, TECHNICAL SERVICES DEPARTMENT (search extended). Auburn University at Montgomery seeks librarian to supervise cataloging, acquisitions, collection development, and serials. Will supervise 3 professionals and 6 paraprofessionals. ALA-accredited MLS and 3 years of professional experience, preferably in an academic library, required. Evidence of managerial ability, with demonstrated planning, leadership, communication, supervisory, and interpersonal skills. Knowledge of OCLC and collection development. Tenure-track faculty appointment on 12-month contract with 20 days annual leave and competitive, standard benefits. Salary open and negotiable from \$30,000 minimum. Applications ac-

cepted until position is filled. AUM is a rapidly expanding urban campus of over 6,000, offering 8 graduate degrees and one joint doctoral degree. Montgomery, the capitol city, is rich in history and cultural attractions such as the internationally acclaimed Alabama Shakespeare Festival and new Montgomery Museum of Fine Arts. It has a metro population of around 300,000, with direct routes to Atlanta, New Orleans, and the Gulf Coast. Send letter, resume, and three references to: Dean of the Library, **Auburn University at Montgomery**, Montgomery, AL 36117-3596. EEO/AA employer.

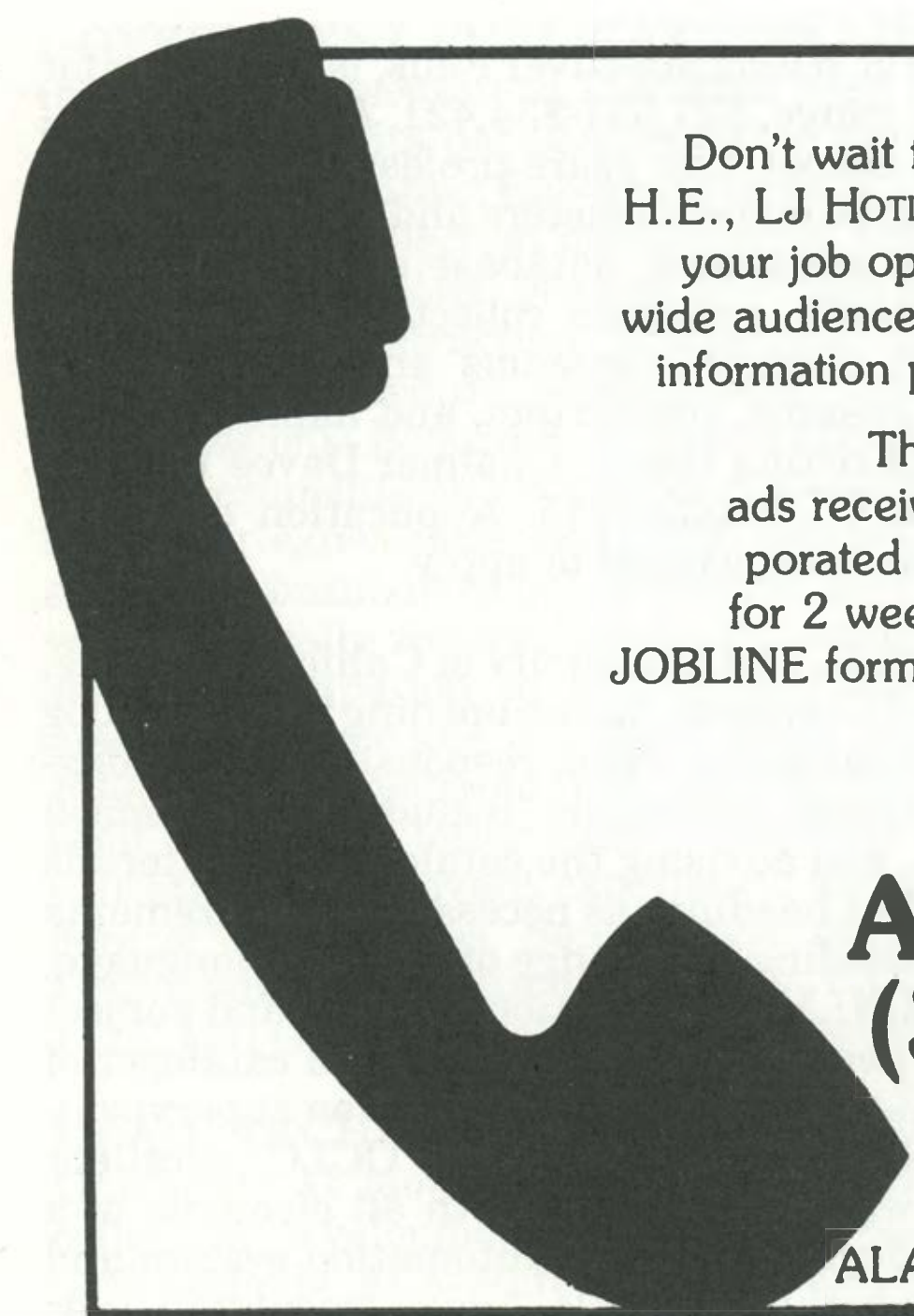
LIBRARY DIRECTOR. East Central University is seeking an innovative, service-oriented and experienced individual to be Library Director. Position has full faculty status, reports to the Academic Vice-President, and serves on the Academic Affairs Council. Qualifications include: ALA-MLS plus 30 additional hours; five years successful experience in supervision and administration in an academic library; ability to work effectively with on- and off-campus groups; ability to provide leadership and work collegially with professional and support staff; evidence of continued professional development and activities; and evidence of experience in strategic planning and budgeting. Desirable: Background in fund raising and information technologies. Closing date October 31, 1990. Position available immediately. Starting date negotiable. Salary: \$35,000 minimum, depending upon education and experience. Twenty days annual leave, standard benefits. Applicants should forward letters of application, resumes, and names, addresses, and phone numbers of three professional references to: Linscheid Library Director Search, Dale Hayden, Personnel Officer, **East Central University**, Ada, OK 74820. AA/EOE.

REFERENCE LIBRARIAN. University of Wisconsin-River Falls, is recruiting for an Assistant Reference Librarian. Salary range, \$27,537-\$34,421. Available January 15, 1991. MLS from ALA-accredited school, two years professional academic library reference experience required. Second subject masters and teaching experience preferred. Duties: general reference assistance, database searching, bibliographic instruction, train student assistants, reference collection development. Desire familiarity with state of the art electronic systems and knowledge of bibliographic instruction methods. Send resume, transcripts, and names of three references with letter of application to: Christina Baum, Chalmer Davee Library, **University of Wisconsin-River Falls**, WI 54022-5015. Application deadline, November 10, 1990. Women and minorities encouraged to apply.

SCIENCE CATALOGER (search reopened). The University of California, Irvine, one of the fastest growing campuses in the UC system, has an opening in the Catalog Department. Reporting to the Catalog Department Head, responsible for cataloging materials in books format for the science collections, including the medical sciences, supervising the sciences section, and advising the catalogers of materials in other formats on classification and subject headings as necessary. Requirements include: an ALA-accredited MLS degree; reading knowledge of a foreign language, preferably German; knowledge of LC and NLM classification systems and subject headings, AACR2 and MARC format; 3+ years recent experience as a cataloger of science materials in an academic, medical, or research library; proven supervisory skills; familiarity with an automated library system, such as OCLC; excellent communication skills and the ability to work successfully with all elements of a diverse, academic community. A science degree and local automation system and microcomputer application experience are highly desirable. Appointment will be at the Assistant to the Associate Librarian, Step IV rank with a salary range of \$27,360-\$56,604 commensurate with qualifications and experience. We offer a generous benefits package, equal to approximately 40% of the salary, and an excellent retirement system. Applications received by November 1, 1990, will

receive first consideration, but applications will be accepted until the position is filled. To apply: send application letter with 1) a complete statement of qualifications; 2) resume of education and relevant experience; 3) the names, addresses, and telephone numbers of 3 references. Address letters to: Anne Rimmer, Library Personnel Office, **University of California, Irvine**, P.O. Box 19557, Irvine, CA 92713; (714)856-7115; fax: (714)725-2472. UCI is an affirmative action, equal opportunity employer actively seeking minority applicants.

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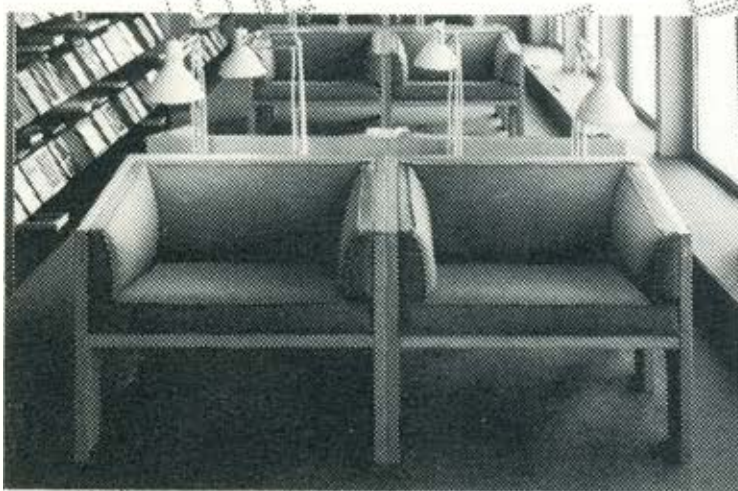
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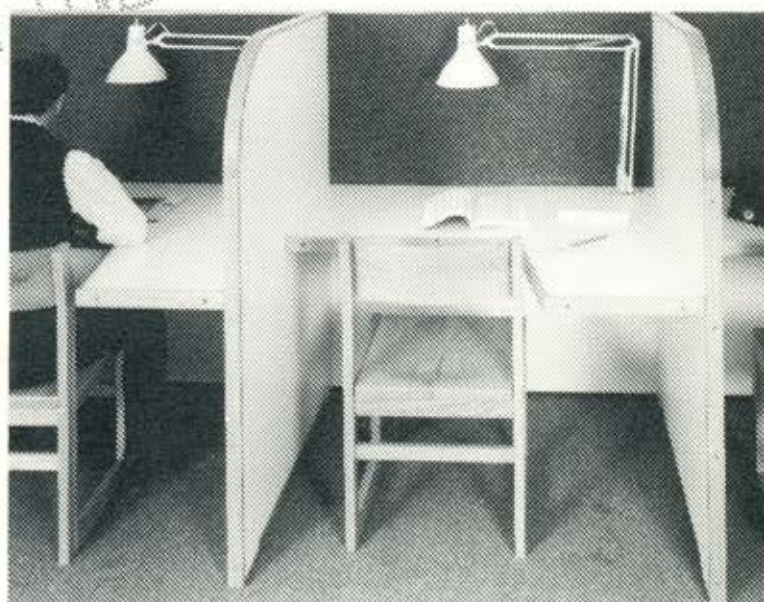
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