

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

**Rates:** Classified advertisements are \$10.50 per line for institutions that are ACRL members, \$12.60 for others. Late job notices are \$24.25 per line for institutions that are ACRL members, \$29.50 for others. Organizations submitting ads will be charged according to their membership status. Display ad rates range from \$485 to \$900 based upon size. Please call for sizes and rates. Or see our Web site: <http://www.ala.org/acrl/advert2.html>.

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

criminatory references. Applicants should be aware that the terms faculty rank and status vary in meaning among institutions.

**Internet:** C&RL News classified ads are accessible on the Web at <http://www.ala.org/acrl/c&rlnew2.html>. Ads will be placed approximately four weeks before the printed edition of C&RL News is published.

**Contact:** Elise Parker, Classified Advertising Manager, C&RL News Classified Advertising Department, ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-2513; fax: (312) 280-7663 or (312) 280-2520; e-mail: [c&rlnewsads@ala.org](mailto:c&rlnewsads@ala.org).

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

## POSITIONS OPEN

**ACADEMIC RESIDENT LIBRARIAN PROGRAM, 2003–2004.** Brief Program Description: The University Library, University of Illinois at Chicago (UIC), seeks candidates for its Academic Resident Librarian Program to serve one-year post-graduate appointments in the University Library system. Appointments may be renewed for a second year. The program, which began in 1982, features a seminar series on library and information science issues, library and association visits, in addition to the opportunity to gain academic/research library experience in a dynamic and creative university environment. Four-to-six residencies will be available in various functional units of the library. Priority departmental areas for 2003–2004 are the Reference Department (Main Library), the Information Services Department (Library of the Health Sciences), and the Systems Department. Minimum Qualifications: Recent completion of a master's degree program in library and information science from an ALA-accredited library school program (graduation date spring 2002 or later); knowledge of and interest in academic libraries; and the ability to establish and maintain good working relationships with library staff, as well as faculty, students, and other library users. The library and the campus: UIC's colleges and professional schools offer bachelor's degree programs in more than 90 fields, master's degrees in 79 areas, and doctoral degrees in 45 specializations. The campus is located just west of Chicago's Loop. The campus has an enrollment of 25,000 students, 35 percent of whom are graduate and professional students. The University Library is a member of the Association of Research Libraries (ARL), contains more than 1.8 million volumes, and has a total staff of 280; 82 are library faculty or academic professional staff. Salary and Appointment Terms: Salary is comparable to beginning librarians (in 2002–2003, beginning librarian salaries were \$34,000); 12-month visiting academic appointment with 24 days' vacation; two weeks' annual sick leave with additional disability benefits; 11 paid holidays; paid medical insurance (contribution based on annual salary; coverage for dependents may be purchased); dental and life insurance; participation in one of the retirement options of the Illinois State Universities Retirement System (compulsory 8% of salary is withheld and is tax exempt until withdrawn); no Social Security coverage, but Medicare payment required. Appointments for 2003–2004 will be effective, beginning August 11, 2003. For fullest consideration, apply by March 17, 2003, with letter of interest, supporting résumé, and names and addresses of at least three references to: Annie Marie Ford, Director of Library Human Resources, University Library, University of Illinois at Chicago, Box 8198, Chicago, Illinois 60680; e-mail: [lib-per@uic.edu](mailto:lib-per@uic.edu); fax: (312) 413-0424. The University of Illinois is an affirmative action, equal opportunity employer.

**ASSISTANT OR ASSOCIATE ARCHIVIST.** Arizona State University (ASU) is located in the beautiful Phoenix metropolitan area with the recreational opportunities of California, the Colorado River Basin, the Rocky Mountains, and Mexico nearby. This full-time Academic Professional appointment is at the Assistant or Associate rank (rank is

## Salary guide

Listed below are the latest minimum starting salary figures recommended by state library associations for professional library posts in these states. The recommendations are advisory only, and ALA has not adopted recommendations for minimum salaries. Job seekers and employers should consider these recommended minimums when evaluating professional vacancies. For additional information on librarian salaries, contact ALA Office for Library Personnel Resources.

<b>Connecticut</b>	\$34,172
<b>Delaware</b>	\$22,500*
<b>Illinois</b>	\$30,096*
<b>Indiana</b>	varies*
<b>Iowa</b>	\$23,911
<b>Louisiana</b>	\$26,000
<b>Maine</b>	varies*
<b>Massachusetts</b>	\$31,362*
<b>New Jersey</b>	\$36,503
<b>North Carolina</b>	\$27,641*
<b>Ohio</b>	\$25,198*
<b>Pennsylvania</b>	\$28,120*
<b>Rhode Island</b>	\$29,800
<b>South Carolina</b>	varies*
<b>South Dakota</b>	\$22,000
<b>Texas</b>	\$30,000
<b>Vermont</b>	\$26,464
<b>West Virginia</b>	\$22,000
<b>Wisconsin</b>	\$32,700

\* Rather than establish one statewide salary minimum, some state associations have adopted a formula based on variables such 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.

\*\* These recommendations apply only to public librarians.

dependent upon experience and professional preparation). As incumbent builds experience at ASU through excellent job performance, professional development, and service, she or he may qualify for continuing appointment and/or promotion to higher ranks. Archives and Manuscripts proudly administers seven archival repositories that document the diversity of southwestern history and culture, including the Arizona Collection, Chicano Research Collection, Benedict Visual Literacy Collection, Special Collections, Labriola National American Indian Data Center, the Child Drama



## ENGLISH LANGUAGE AND LITERATURE LIBRARIAN

Dartmouth College

The Dartmouth College Library seeks a librarian with a commitment to service and a dedication to developing programs and collections to meet faculty and student needs.

Reporting to the Head of Research and Instruction Services, the English Language and Literature Librarian works as a member of a collaborative team providing information and collection services in a flexible, innovative, and technologically rich environment. Provides on-site and electronic reference and develops educational services that support research, teaching, and learning activities, with a primary focus in literature. Works closely with the faculty, students, and staff in the English and the Comparative Literature departments to deliver responsive information services, while managing the English language and literature, comparative literature, and journalism collections. Works with colleagues to identify and develop effective new strategies for meeting user needs, while staying abreast of developments in academic librarianship and in the disciplines in literature. Collaborates on the development of the Digital Library at Dartmouth, and provides leadership for the inclusion of literature resources online. This position reports to the Director of Research and Informatics Learning for .25 FTE, and participates in the development and delivery of the library's education program.

**QUALIFICATIONS:** MLS or equivalent degree, with advanced degree in the appropriate subject area preferred. The successful candidate will have subject background in English and comparative literature, strong interpersonal skills, the ability to work collegially in small group and team environments, and a strong commitment to outreach and proactive user service. Demonstrated experience and enthusiasm in providing educational services, and an understanding of digital technologies and their application in service to users.

**RANK AND SALARY:** Commensurate with experience and qualifications. Full benefits package including 22 vacation days; comprehensive health care; TIAA-CREF; and relocation assistance.

Review of applications will begin on **February 20, 2003**, and will continue until the position is filled. Please submit résumé and letter of application to:

**Search Committee for the English Language and Literature Librarian**  
**Dartmouth College Library**  
**6025 Baker-Berry Library**  
**Hanover, NH 03755**

**E-mail: Dartmouth.College.Library@dartmouth.edu**

For further information, review our Web site: [www.dartmouth.edu](http://www.dartmouth.edu).

*Dartmouth College is an equal opportunity, affirmative action employer.  
Women and minorities are encouraged to apply.*

Theatre Collection, and the University Archives. This librarian participates in professional development and service activities appropriate to rank. For complete application information and requirements, e-mail: karie.pifer@asu.edu. Application deadline is March 1, 2003; if not filled, first of every month thereafter until search is closed. ASU is an equal opportunity, affirmative action employer and actively seeks diversity among applicants and promotes a diverse workforce.

**ASSISTANT PROFESSOR/SERIALS CATALOGER.** Mississippi State University Libraries seeks applications for an Assistant Professor/Serials Cataloger. This position is a tenure-track position. Mitchell Memorial Library has a highly collaborative environment where excellence in job performance, scholarship, and service are valued. The Technical Services Department is led by the Associate Dean for Technical Services and consists of monographic and serials cataloging, database maintenance, monographic acquisitions, and serials acquisitions and maintenance. The Cataloging Department is committed to creating timely, accurate, and full bibliographic access to library-provided resources. Qualifications: Master's degree from an ALA-accredited program; cataloging course work beyond the core or introductory level; experience with an automated library system and a bibliographic utility; high level of familiarity with computers and Windows NT. Must have strong analytical and organizational skills as well as effective interpersonal, collegial, and communication skills (both oral and written). Must

demonstrate the ability to work independently as well as part of a team emphasizing a good balance between quality and productivity. Must exhibit a continuing commitment to professional development and growth. Preferred: Familiarity with DRA and/or SIRSI and OCLC; knowledge of AACR2 serials cataloging (print and electronic) as well as CONSER cataloging guidelines; familiarity with MARC21 format holdings; reading knowledge of at least one foreign language and a second master's degree. The successful candidate's duties will include contributing to the development of a virtual research database by performing original and copy cataloging of serials representing all levels of difficulty, all subjects and languages, and all formats according to AACR2, LCRIs, LCSH, LC classification and MARC formats. Perform authority work on names and series in accordance with local and national standards; solve problems arising from obsolete or incorrect information appearing in bibliographic and holdings records; provide input for establishing serial cataloging policies and procedures; assist serial unit paraprofessional staff in problem solving; participate in and lead special projects as needed; meet library and university requirements for promotion and tenure in the areas of librarianship, research, service, and collegiality; work with one or more academic units on campus in the capacity of library liaison for the purposes of collection development and outreach; serve as a Cataloging Department resource person concerning serials cataloging-related issues; keep current on revisions to cataloging rules and trends in cataloging practices; bring revisions and trends to the attention of the Coordinator of

# **EASTERN WASHINGTON UNIVERSITY**

Announces Two Openings

**SYSTEMS/ REFERENCE LIBRARIAN** - Manages the integrated library system, provides public service and technical support to the library's clientele, and contributes to the overall development and delivery of library services.

**SOCIAL SCIENCES/REFERENCE LIBRARIAN** - Provides general and social sciences instruction and reference services, participates in administering the U.S. Government Documents collection, promotes and provides access to federal government information resources, and contributes to the overall development and delivery of library services.

**SALARY/APPOINTMENT (for both positions):** Positions available September 1, 2003. Each is a ten-month tenure-track position at the appointment rank of Librarian II, with an initial salary range of \$43,414 to \$46,000. TIAA/CREF retirement program; comprehensive medical insurance; 20 days vacation and established holidays; generous sick leave; assistance with moving expenses; support for professional development; no state or local income taxes.

**APPLICATION (for both positions):** For qualifications, responsibilities and further detail go to: [www.ewu.edu/AdminGuide/aa/personnel/home.html](http://www.ewu.edu/AdminGuide/aa/personnel/home.html) or contact [craczykowski@mail.ewu.edu](mailto:craczykowski@mail.ewu.edu) To apply for either position, send letter of application, resume, and a list of at least three references to Carol Raczykowski, Asst. to the Dean of Information Resources, EWU Libraries, 816 F Street, 100 LIB, Cheney, WA 99004-2453. Review of applications begins March 1, 2003, and continues until position is filled. Eastern Washington University is an affirmative action/equal opportunity employer, and applications from members of historically under-represented groups are especially encouraged. The successful candidate for each position will be required to show proof of eligibility to work in the U.S. pursuant to U.S. immigration laws and to pass a background check.



## COLLECTION DEVELOPMENT LIBRARIAN

### Middlebury College

Middlebury College invites applications for the position of Collection Development Librarian. Please visit our Web site for additional information about career opportunities: <http://www.middlebury.edu>.

Middlebury College Library and Information Services (LIS) seeks an innovative, articulate, dynamic individual to sustain, strengthen, and expand its print, media, and digital collections. Building upon the legacy of collections developed over the 200-year history of the college, the Collection Development Officer will envision and shape a physical and virtual library to benefit a distinguished faculty, staff, and student body. The applicant should relish the challenge of providing leadership to a team of liaisons who, together with faculty, participate actively in the evaluation and selection of library materials and online resources within the opportunities afforded by a materials budget of \$1.8 million. Working collaboratively with colleagues across our developing, flexible LIS organization, the Collection Development Officer will design, develop, and deliver services to a residential college offering a liberal arts education adapted to the needs of the 21st century.

Founded in 2001, LIS integrates previously separate Library, Information Technology Services, and Educational Technology/Media Services departments. A key strategic direction is to provide a comprehensive suite of tools and information resources in support of the teaching and learning mission of the college. A new central library is currently under construction to house collections and services beginning in 2004.

**QUALIFICATIONS:** MLS, MLIS, or foreign equivalent; advanced degree in a subject specialty preferred; other suitable combinations of education and experience considered; substantive experience working in an academic environment; experience with budget preparation and allocation; demonstrated familiarity with the production and distribution of scholarly information in all formats; knowledge of current issues, standards, and best practices in integrated collections; fluency in current computer office applications, technology, and software as applied to library resources; reading knowledge of one or more of the foreign languages taught at Middlebury strongly desired; ability to work effectively in a collaborative, changing, team-based environment; excellent oral and written communication skills; strong interpersonal skills and the ability to work with a diverse clientele.

**SALARY:** Competitive, with compensation based on experience. Comprehensive benefits package.

Review of the applications begins immediately and will continue until the position is filled. Send letter of application, résumé, and names, phone numbers, and e-mail addresses of three professional references to:

**Middlebury College  
Human Resources Office  
Service Building  
Middlebury, VT 05753  
Fax: (802) 443-2058**

<http://www.middlebury.edu/hr>

*Middlebury is an equal opportunity employer.  
Applications from women and members of minority groups are especially encouraged.*

Cataloging and assist in the implementation of the changes in the department; evaluate the potential use of new services and technologies as requested. Report to the Coordinator of Cataloging. See full description at: <http://library.msstate.edu/jobsopen.htm>. Salary: \$34,000-\$36,000, depending on qualifications and experience. Excellent benefits package. Faculty rank; 12-month appointment. Applications accepted through January 25, 2003, or until suitable applicant is found. Submit a letter of application, a complete résumé, and the names, addresses, and phone numbers of three references who can address the suitability of the candidate for the responsibilities above to: Debra Fairbrother, Administrative Assistant to the Dean, Mississippi State University Libraries, P.O. Box 5408, Mississippi State, MS 39762. Mississippi State University is an equal opportunity, affirmative action employer.

**DEPUTY DIRECTOR.** The Hagley Museum and Library in Wilmington, Delaware, a member of the Independent Research Libraries Association, housing one of the foremost collections of manuscripts,

photographs, books, and pamphlets documenting the history of American business and technology, is seeking a deputy director for library administration with general responsibility for the management, direction, and operations of the Library Division of Hagley. Responsibilities include long-range planning, personnel management, budget preparation and management, conservation and preservation, grant solicitation and administration, collections management, publications, oversight of integrated library automation systems, and exhibit planning. Applicants must have ALA-accredited MLS or master's degree in another relevant field (Ph.D. preferred); minimum of 10 years' professional management experience in a library and/or archives or similar cultural institution; experience in a broad range of library/archival areas, including budget administration, integrated library information technology, personnel management and one or more academic or program areas (research, curatorial, exhibit, education, visitor services, etc.); strong communication and interpersonal skills; proven abilities in administration, fundraising, program development, grant writing and administration, and working with

# ARCHITECTURE LIBRARY SPECIALIST

## New Jersey Institute of Technology

Would you love to work with architectural design students and faculty in a 1998 architecture branch library? You run a small branch library with the Director of the Architecture Library and lots of students. New Jersey Institute of Technology (NJIT) seeks a responsible, independent, service-oriented, and friendly individual to assume responsibility for the architecture branch library when the director is absent. You work closing schedule (until 10:00 p.m. during fall and spring semesters), provide basic reference service, create new Web pages, scan and digitize documents, hire and supervise student employees, circulate books and materials, shelve materials, process journals and books, route materials to binding, process interlibrary loans, and perform other library operations. See our Web site at: [www.library.njit.edu/archlib](http://www.library.njit.edu/archlib) for information about the library. Send e-mail and résumé if you are available for an interview at ALA in Philadelphia ([richard.sweeney@njit.edu](mailto:richard.sweeney@njit.edu)).

**MINIMUM QUALIFICATIONS:** Bachelor's degree, preferably in architecture, art, or related area and excellent library and database-searching skills required. Preferred: An MLS from ALA-accredited program; Web author and developer skills; experience in architecture, art, design, or construction. See full job description at: [www.library.njit.edu/jobs](http://www.library.njit.edu/jobs). Salary \$37,000 + depending upon experience and qualifications. The university reserves the right to substitute equivalent education and/or experience at its discretion.

Applications will be taken until **February 15, 2003**, or until position is filled. Send résumé to:

**New Jersey Institute of Technology**  
**Attention: Personnel Box L-ALS**  
**University Heights**  
**Newark, NJ 07102-1982**

*NJIT is an equal opportunity, affirmative action, equal access employer.*

volunteers and the public. Background knowledge in American History, history of technology or history of business a plus. Qualified persons should please send résumé and cover letter to: Human Resources Department, **Hagley Museum and Library**, P.O. Box 3630, Wilmington, DE 19807; or through [www.hagley.org](http://www.hagley.org). Equal opportunity employer, M/F/V/D, minorities encouraged to apply.

**DIRECTOR OF LIBRARY SERVICES. Indiana University Northwest (IUN).** Administers library with approximately 240,000 volumes, 259,000 government publications, and access to more than 600 electronic journals, databases, and catalogs in multi-campus environment. Must have MLS degree from ALA-accredited program and record of scholarly and professional achievement appropriate for tenure as faculty member. Send nominations and applications to: Robert Lovely, Search Chair, IUN, 3400 Broadway, Gary, IN 46408. Review begins February 15, 2003. For full position announcement, see: [www.iun.edu/~jobsnw](http://www.iun.edu/~jobsnw). IUN is an affirmative action, equal opportunity employer with a commitment to recruiting a diverse faculty and staff.

**ELECTRONIC RESOURCES LIBRARIAN.** Luther College, Decorah, Iowa, seeks an Electronic Resources Librarian: Full-time, 10-month, tenure-eligible position at assistant professor rank beginning late August 2003. Qualifications Required: Master's degree from an ALA-accredited program; minimum two years' experience in an academic library or comparable setting; demonstrated knowledge of and experience with electronic resources, Web site design, development, and management, instructional practices, and public services; excellent demonstrated oral and written communication and teaching skills; ability to work successfully both independently and as a team member with faculty colleagues and staff; knowledge of copyright and intellectual property issues in the electronic environment. Review of applications begins immediately and continues until the position is filled. All correspondence, including letter of application, curriculum vitae, names, addresses, and e-mail addresses of three current references, and official transcripts of graduate education should be sent to: Elizabeth Kaschins, Search Committee Chair, Preus Library, **Luther College**, 700 College Drive, Decorah IA; phone (563) 387-1196; e-mail: [kascheli@luther.edu](mailto:kascheli@luther.edu). Salary commensurate with academic qualifications and professional experience. Candidates chosen for an interview will be required to present a portfolio of Web design work. For additional information about the College, Preus Library, and the position, visit <http://library.luther.edu>. Luther College is an equal opportunity employer.

**GOVERNMENT INFORMATION PUBLIC SERVICES LIBRARIAN.** Seeking a dynamic librarian to promote use of and access to government information campuswide. Will manage depository programs; provide reference, instruction, and outreach in all areas with emphasis on government resources; participate in collection development, collegial governance, and professional service. Assistant Professor, nine-month, tenure-track position with approximate 50 percent summer contract available. Salary mid to upper \$30s. Application Deadline: March 1, 2003. Enjoy a collegial environment at a highly-ranked campus in a region known for its exceptional natural beauty and outdoor activities. Position description, requirements, application procedures, complete affirmative action, equal employment opportunity statement, and special needs accommodation statement available at: <http://www.uwlaix.edu/murphylibrary/positions.html>; or contact Cris Prucha: (608) 785-8637; Murphy Library, **University of Wisconsin-La Crosse**. This appointment is contingent upon funding.

**HEAD OF REFERENCE, BIO-MEDICAL LIBRARY.** University of Minnesota, Twin Cities Campus. For full description, see: [http://www.ohi.umn.edu/1617/Jobs\\_List.cfm](http://www.ohi.umn.edu/1617/Jobs_List.cfm). The Bio-Medical Library seeks experienced applicants for the new position of Head of Reference, reporting to the Associate Director for Public Services, with responsibility for: Coordination of Reference Services; developing and introducing new services and resources with a user-centered focus; marketing reference services to the Academic Health Center and developing targeted outreach programs; supporting the library's Web initiatives, including HealthWeb and Health and Medicine in the News, and serving on committees both within the Bio-Medical Library and the University Libraries systemwide; collection development and liaison responsibilities in an assigned subject area; providing general and research assistance to library users; promoting information literacy through library instruction; supervision of four librarians and two classified staff. **QUALIFICATIONS.** Required: ALA-accredited MLS or foreign equivalent; progressively responsible experience in a health sciences or science library with both print and electronic holdings; supervisory experience; excellent communication, organizational, and interpersonal skills; creativity, flexibility, initiative, and self direction. Preferred: Membership in the Academy of Health Information Professionals; demonstrated knowledge of the latest trends in research and reference services; experience in collection development and/or teaching; experience with a range of library technologies; demonstrated involvement in professional activities; science degree; knowledge of trends and issues in health sciences libraries. **Salary and Benefits:** The

# Zayed University

## Information Literacy Librarian

**Are you ready for an experience unlike any other?** Join Zayed University's team of professionals in creating an exceptional library program.

As Information Literacy Librarian, you will provide leadership and guidance for the information literacy program. You should be knowledgeable about pedagogical practices and the latest developments in library sciences. You will work with library staff and faculty to create programs to help students develop information literacy skills.

Do you have the background and ability? The Information Literacy Librarian will have an M.L.S. or equivalent with at least 5 years' experience in a similar role. Excellent communication skills are necessary as is experience in reference and information literacy with electronic library resources. The Librarian will be a dynamic individual who thrives in a multicultural environment.

### Why come?

The experience is a once in a lifetime opportunity. The University's compensation package is very attractive with excellent salaries free of tax in the United Arab Emirates, first-rate housing, a generous furniture allowance, educational subsidies for children, as well as 56 days' annual vacation and annual flight tickets for you and your family.

### To Apply

If you have the skills, want a change, and can meet the challenge, visit our website and apply on-line: [www.zu.ac.ae](http://www.zu.ac.ae)



University Libraries offer a competitive salary commensurate with skills and experience (minimum \$45,000). Excellent benefits and substantial moving allowance are provided. This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at the assistant or associate librarian rank. To Apply: Position is available immediately. Send letter of application, résumé, and names and contact information of three current professional references to: Libraries Human Resources, 499 Wilson Library, University of Minnesota, 309 19th Avenue South, Minneapolis, MN 55455. Please identify the application with UL164. <http://www.lib.umn.edu>. The University of Minnesota is an equal opportunity educator and employer.

**LIBRARIAN FOR EXTENDED EDUCATION.** Western Washington University (WWU) seeks a Librarian for Extended Education at the rank of lecturer for a 12-month, non-tenure-track faculty position to provide library support to students and faculty at a distance, and to coordinate all aspects of this service and its delivery. Some evening and weekend hours are required. Western Washington University is located between Seattle, Washington, and Vancouver, British Columbia, includes six undergraduate colleges and a graduate school, with a student population of more than 11,000. Western supports approximately 1,200 extended education students within a 100-mile radius of the campus. Students may complete a degree, certificate, or course through extended education programs. University Web site: <http://www.wwu.edu>. Required Qualifications:

## COORDINATOR OF LIBRARY INSTRUCTION

### Auburn University at Montgomery

Auburn University at Montgomery (AUM) seeks an enthusiastic, energetic individual to coordinate the library instruction program. Responsibilities include teaching classes on the use of library resources, evaluating courses offered, developing new courses, and coordinating instructional activities by the librarians. Duties also include assisting in the provision of reference service. Some night and weekend work is required.

**QUALIFICATIONS:** Required: An ALA-accredited MLS/MLIS, with a minimum of two years' professional experience in library instruction; knowledge of traditional and electronic reference sources. Desired: Experience in developing library instruction materials and Web-based tutorials. This is a tenure-track faculty position. Candidates must meet university requirements for research and service.

**SALARY:** \$37,000 for a 12-month contract, plus standard benefits.

Located in the state capital of Alabama, AUM is a campus of approximately 5,100 students located in a metropolitan environment of some 300,000. Montgomery is three hours from Atlanta and six hours from New Orleans.

**TO APPLY:** Deadline for applications is **February 28, 2003**. Submit applications including a cover letter, résumé, copies of transcripts, and names, current addresses, and telephone numbers of three to five references, by February 28, 2003, to:

**Lucy I. Farrow**  
**Chair, Search Committee**  
**Auburn University**  
**at Montgomery Library**  
**P.O. Box 244023**  
**Montgomery, AL 36124-4023**

*Auburn University at Montgomery is an affirmative action, equal opportunity employer.  
Women and minorities are encouraged to apply.*

cations: ALA-accredited MLS, MLIS, or the foreign equivalent; experience in an academic or research library; familiarity with distance education issues and instructional technologies; expertise with computer applications and electronic resources; excellent communication skills; must hold a valid driver's license. Desirable Qualifications: Reference and instruction experience; experience in providing distance education services; at least two years professional library experience. Salary range: \$40,000-\$45,000. The position is available July 1, 2003. For a full position announcement, see: <http://www.ac.wwu.edu/~wwujobs/>; or contact Lin Stefan by phone: (360) 650-3051; or e-mail: Linda.Stefan@wwu.edu. Full consideration given to applications received by February 21, 2003. WWU is an affirmative action, equal opportunity employer. For disability accommodation phone: (360) 650-3771; or TTY: (360) 650-7696.

## BUSINESS LIBRARIAN

### California State University, Sacramento

California State University, Sacramento (CSUS), seeks a motivated and energetic Business Librarian. This entry-level, tenure-track faculty position provides substantial opportunity for professional growth and development. The position reports to the Head of Reference. The Reference Department staff includes 14 full-time librarians, 5 library assistants, and student assistants. Description: Shares responsibility for reference service at the General Reference Desk as well as collection development, reference services, and instructional services in Business; serves as liaison with appropriate faculty.

**MINIMUM QUALIFICATIONS:** MLS from an ALA-accredited institution or equivalent international degree (must be completed by appointment date); an undergraduate or graduate degree or undergraduate minor in business or economics or two years of experience as a business librarian in an academic, public, or special business library; demonstrated ability to provide reference service; demonstrated skill in using electronic and print information resources in business; knowledge of business collection development; demonstrated ability to provide library instruction; demonstrated skill with Web page development; ability to work with faculty and students in a culturally diverse environment; effective oral, written, and interpersonal communication skills; ability to work effectively both in a team environment and independently.

**PREFERRED QUALIFICATIONS:** Graduate degree or graduate-level academic preparation in business; experience in business reference in an academic, public, or special business library; experience with instructional design, including the preparation, delivery, and evaluation of effective library instruction; experience with course management software, presentation software, and other computer applications; experience conducting cost/benefit analysis of electronic collections in business; familiarity with current trends and issues in library technology and business information resources. Visit the library homepage for a detailed vacancy announcement: <http://www.lib.csus.edu/geninfo/employment>.

**ANTICIPATED STARTING DATE:** May 19, 2003.

**APPOINTMENT:** This is a probationary, 12-month, tenure-track, entry-level position at the Senior Assistant Librarian rank; salary range: \$50,100-\$63,300. Librarians have full faculty status and excellent benefits. Library faculty must demonstrate professional competence, scholarly or creative achievement, and service to the university and community to meet university requirements for tenure and promotion.

**APPLICATION PROCEDURES:** Applications received by **March 3, 2003**, will receive first consideration. Position open until filled. Send a cover letter describing interest and qualifications, a complete résumé, and the names, addresses, phone numbers, and e-mail address of four professional references to:

**Terry Webb**  
**Director and Dean of the Library**  
**California State University, Sacramento, Library**  
**2000 State University Drive East**  
**Sacramento, CA 95819-6039**

Applicants invited for interview will be required to submit official transcripts. Vacancy announcement and position description available electronically; request from: [lmjones@csus.edu](mailto:lmjones@csus.edu).

*CSUS is an affirmative action, equal opportunity employer.*

**REFERENCE AND INFORMATION SERVICES LIBRARIAN, INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE (IPFW) HELMKE LIBRARY** seeks an energetic and knowledgeable individual to provide general reference and information services, and specialized research support, instruction, and collection development as a liaison to the university's School of Business and Management Sciences, and School of Engineering, Technology, and Computer Science. Interviews will be conducted for a 12-month, tenure-track position to begin July 1, 2003. See the full job posting at: [http://www.lib.ipfw.edu/library\\_info/staff/](http://www.lib.ipfw.edu/library_info/staff/). Qualifications: An ALA-accredited master's degree in library or information science is required, with preference given to candidates with experience in an academic or research library setting and a background in business or technology. Must demonstrate excellent written and interpersonal communication skills, ability to work independently and as a team member, ready knowledge of general reference resources and

government information, strong commitment to accurate, responsive information services, and desire for continuous learning and self-improvement. Must be able to meet the responsibilities of a tenure-track appointment by demonstrating focus, initiative, innovation, and impact in job performance, professional development, and service. Entry-level candidates are welcome to apply and should highlight their potential in these areas. Salary and Benefits: Minimum \$38,000 at the Assistant Librarian rank; salary and rank dependent upon qualifications and experience. Benefits include university health care plan, TIAA-CREF, liberal vacation and sick leave. Application: Send letter of application, curriculum vitae, and the names, addresses, and phone numbers of three references to: Pamela E. Sandstrom, Search Committee Chair, Helmke Library, IPFW, 2101 Coliseum Boulevard East, Fort Wayne, IN 46805. Review of applications will begin February 20, 2003, and continue until the position is filled. General Information: IPFW is a fully accredited, comprehensive

# **HEAD, SERIALS UNIT**

## **George Mason University**

Reporting to the Associate University Librarian for Resources and Collection Management Services, the Head of Serials manages all operations of the Serials Unit, which include acquisition and maintenance of serials in all formats for the four constituent libraries of the University Libraries system. Responsible for the management of the Periodicals/Microforms collection and services in Fenwick Library. Collaborates with Collection Development to facilitate the licensing of digital resources. Coordinates all activities for the ordering and management of electronic journals. Develops and analyzes statistical management reports on serials. Monitors developments in the field. Researches, proposes, and implements new and improved methods for serials management. Supervises full-time staff plus 2.5 FTE of student assistants.

**QUALIFICATIONS:** Required: ALA-accredited MLS degree or recognized foreign equivalent; experience with serial operations in an academic environment or other similarly large or complex library setting; familiarity with other technical services functions (cataloging and acquisitions); experience with MARC formats, OCLC, automated library systems, and spreadsheet software; effective organizational, communication, and interpersonal skills; strong service orientation and commitment to professional growth; supervisory experience; collegial orientation; strong analytical and problem-solving skills. Desired: Public service experience; experience with Voyager Endeavor; experience with electronic journal licensing; familiarity with EDI and embedded order technology.

**APPOINTMENTS AND BENEFITS:** Professional faculty appointment. Salary is competitive and commensurate with qualifications. Excellent benefits: many health plan options and fully paid life insurance; several retirement plans, including TIAA-CREF (the university contributes approximately 10% of salary to such plans); 24 vacation days and 11 paid holidays; tuition waiver for self.

More information about George Mason University and GMU Libraries is available at: <http://www.gmu.edu>.

**APPLICATION:** Review of applications will begin **March 17, 2003**, and continue until position is filled.

Send letter of application, résumé, and names, addresses (including e-mail), and phone numbers of three current references to:

**Chair, Head, Serials Unit  
Library Administration, MSN 2FL  
George Mason University  
Fairfax, VA 22030-4444**

*Affirmative action, equal opportunity employer. Minorities are encouraged to apply.*

public university offering 175 Indiana University or Purdue University certificate and degree programs to more than 11,000 students. Serving Indiana's second largest city and the surrounding region, IPFW's beautiful 560-acre campus and its strong academic programs are highlighted in the university's virtual tour; see: <http://www.ipfw.edu/admiss/tour>. Visit the library's Web site at <http://www.lib.ipfw.edu> to learn more about our collections and services. IPFW is an affirmative action, equal opportunity employer.

**REFERENCE LIBRARIAN.** The Meredith College Library seeks a librarian to help develop and promote a comprehensive information literacy program through close cooperation with other librarians and teaching faculty. This position will be responsible for leading bibliographic and information literacy instruction sessions, creating and maintaining informational and instructional Web pages, and assessing the library instruction program. Other responsibilities include providing general reference service (including weekend and evening hours) and participating in reference collection development and related public service activities. Required: ALA-accredited master's degree or equivalent accredited library degree; evidence of instructional experience; familiarity with ACRL information literacy standards; strong interest in providing reference and instruction services using multiple delivery methods and in improving teaching/learning through technology; demonstrated knowledge of general research and reference materials; effective written and oral communication skills and a strong public service commitment. Preferred: Experience working in an academic library environment and experience creating and maintaining effective Web pages are preferred. Reporting to the Head Reference Librarian. Salary will be based on qualifications and experience. Subject to final budget approval, the position will be available on July

1, 2003. Application letter must describe specifically the applicant's qualifications for the position. Letter must include an original essay of two or three paragraphs on information literacy instruction. To Apply: Send application letter with essay, résumé, and the names, addresses, telephone numbers, e-mail addresses and fax numbers (if available) of only three references, to: Laura Davidson, Dean of Library Information Services, Carlyle Campbell Library, **Meredith College**, 3800 Hillsborough Street, Raleigh, NC 27607-8531; fax: (919) 760-2830. Application deadline March 12, 2003. Meredith College is a private, comprehensive women's college of 2,300 students offering both liberal arts and professional programs. The college is located near the world-renowned research triangle area in Raleigh, North Carolina. Meredith College seeks to increase diversity among its faculty and staff. Minority candidates are strongly encouraged to apply. Meredith College is an equal employment opportunity employer. For more information about Meredith College, the library, the position, and the application process, see: <http://www.meredith.edu/library/employ.html>.

**UNIVERSITY ARCHIVIST.** The North Carolina State University (NCSU) Libraries seeks an innovative archivist to guide the continuing development of the University Archives. The libraries is seeking an individual who can provide the leadership required to effectively manage a large collection of important traditional paper documents and simultaneously develop strategies for meeting the challenges posed by electronic documents. Required Qualifications: ALA-accredited MLS or equivalent advanced degree; minimum of three years of archival experience; management and supervisory experience; evidence of ability to work well with staff, users, and donors; knowledge of appropriate technology, such as EAD; understanding of issues related to electronic records; evidence of

understanding of intellectual property issues; excellent interpersonal and communication skills; and a demonstrated record of professional contributions. Preferred: Archives management experience in a college or university setting; success in aggressively developing a foundation and grants program; and experience managing digital projects. For further information, see: [www.lib.ncsu.edu/personnel/jobs/epa.html](http://www.lib.ncsu.edu/personnel/jobs/epa.html). Salary and Benefits: Competitive salary commensurate with experience, not less than \$60,000 for a candidate who meets required and preferred qualifica-

tions; minimum of \$50,000 for a candidate meeting the required qualifications. Comprehensive benefits package. To Apply: Send cover letter (including title of position), résumé, and the names, addresses, and telephone numbers of four current, professional references to: Joseph Hester, Academic Personnel Librarian, NCSU Libraries, Box 7111, **North Carolina State University**, Raleigh, NC 27695-7111; or e-mail: [joseph\\_hester@ncsu.edu](mailto:joseph_hester@ncsu.edu). North Carolina State University is an affirmative action, equal opportunity employer.

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## Late Job Listings

**CATALOG LIBRARIAN.** The University of Tennessee (UT) Libraries is seeking a forward-thinking and people-oriented cataloging librarian to join its Technical Services and Digital Access Department. The department consists of six professionals and 25 paraprofessionals in five units: Acquisitions, Cataloging, Digital Access, Serials, and Technical Support. New graduates are encouraged to apply. The successful candidate will have the opportunity to: be a coach, teacher, and mentor to a talented staff of cataloging paraprofessionals; serve as a subject librarian in an area of interest and expertise; participate in implementing a new integrated library system; maintain awareness of current cataloging issues and technologies through supported professional development; participate in setting local cataloging policies and procedures; create original cataloging records. Required Qualifications: ALA-accredited master's degree; working knowledge of cataloging tools, standards, and a major bibliographic utility; demonstrated interest in the application of technology to the principles and practices of bibliographic control; the ability to interact positively and productively with library colleagues, the ability to work quickly and accurately in a production-oriented environment; successful completion of at least one graduate-level cataloging course or one year (professional or paraprofessional) cataloging experience. Preferred Qualifications: Cataloging experience greater than the minimum requirement; foreign language knowledge; experience in the organization of electronic resources and the use of non-MARC metadata schemes. Salary and Benefits: Appointment at rank of Assistant or Associate Professor with minimum salary of \$35,000 or \$42,000, respectively. Faculty rank and status; 12-month, tenure-track appointment. Library faculty must meet university requirements for promotion and tenure. Excellent benefits include 24 annual leave days; choice of state retirement plan or TIAA-CREF with nonrefundable contributions paid for the employee by the university; optional group health and life insurance plans. Tuition remission is available for all university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees. Review of applications will begin March 17, 2003, and continue until the position is filled. Position Available: June 1, 2003. Send letter of application, a current résumé, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, 1015 Volunteer Boulevard, Knoxville, TN 37996-1000; fax: (865) 974-4696. Additional information about this position and the UT community is available at: <http://toltec.lib.utk.edu/~lss/search/cataloglib.html>. The **University of Tennessee** is an EEO/A/A>Title VI>Title IX>Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.

**DIRECTOR OF LIBRARY.** Laramie County Community College, Cheyenne, Wyoming. Position reports to the vice president of instruction and is responsible for administering a full range of library services for a progressive comprehensive community college. Required Qualifications: ALA-accredited MLS and at least five years of professional-level library experience including at least three years of supervisory/management experience. Demonstrated successful higher education/community college library administrative experience preferred. Closing Date: March 6, 2003. Starting Date: On or about July 1, 2003. For detailed announcement and application procedures, visit: [www.lccc.cc.wy.us](http://www.lccc.cc.wy.us); e-mail: [sjoyce@lccc.cc.wy.us](mailto:sjoyce@lccc.cc.wy.us); or call: (307) 778-1259. Affirmative action, equal opportunity employer.

**DIRECTOR OF LIBRARY SERVICES.** City of Waco, Texas (Population: 113,000). Salary Range: \$46,913 to \$84,692. Waco is about 100 miles from both Dallas/Ft. Worth and Austin. The city's library system consists of the main library and three branch libraries, with a \$2.6 million budget and 36 full-time and 20 part-time workers. Position reports to an Assistant City

# **DIRECTOR OF THE LIBRARY**

**(WASHINGTON, D.C. BASED)**

**The Johns Hopkins University Paul H. Nitze School of Advanced International Studies (SAIS), a graduate school of international relations near Dupont Circle in Washington, D.C., is seeking a Director for the Sydney and Elsa Mason Library.**

**The expected start date for this position is August 1, 2003.**

#### **RESPONSIBILITIES:**

This position has full administrative responsibility for all operations of the Mason Library, including budgeting, staffing, design and implementation of library services, evaluating and managing library performance. The selected individual will guide the library staff in the delivery of the highest quality library services possible with available staff, monetary, and space resources.

The incumbent plans the library's space, information technology, staffing, financial, and equipment needs. S/He also has responsibility for the provision of books, periodicals, and information technology resources to the library at our Center in Nanjing, China, and advises the Nanjing Center's administration on the full range of issues involved in the provision of library services. In conjunction with the School's administration and the Faculty Library Committee, the Director formulates library policy and guides library staff in its implementation. S/He works with the Dean of University Libraries and other Hopkins library directors to integrate and improve University-wide library services, especially electronic services and sharing of books and periodicals.

#### **REQUIRED QUALIFICATIONS:**

MLS from an ALA-accredited library school with at least four years of experience in an academic library with management responsibilities. Undergraduate or advanced degree in international relations, political science, economics or other related social science field. Strong leadership and interpersonal skills. Excellent oral and written communications skills. Demonstrated ability to manage budgets, plan library services, and work closely with a faculty and student community offering a graduate level program.

#### **PREFERRED QUALIFICATIONS:**

A second Master's degree or PhD. Familiarity with information technology applications in libraries, including a multi-user integrated library system.

For consideration, please submit your resume and a cover letter referencing **Requisition # A03-10074**. Please be sure to include your current address, day & evening phone numbers, and your salary requirements. You may apply on-line at <http://jobs.jhu.edu>, OR via Fax to **1-877-262-0646** (Faxed resumes must be on white paper in 12 point font and sent using super-fine resolution.), OR via email to **jhu@alexus.com** (Email attachments are limited to Word, WordPerfect or ASCII format only.) You may also send materials via U.S. Mail to: **JHU Resume Processing Center, P.O. Box 3687, Scranton, PA 18505**

We offer a competitive salary and excellent benefits in a drug and smoke free workplace. We are also an affirmative action/equal opportunity employer and educator encouraging applications from people of color & women.

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**JOHNS HOPKINS**  
UNIVERSITY

Johns Hopkins University is an Affirmative Action, Equal Opportunity Employer.  
Minorities and women are encouraged to apply.

# Electronic Resources Librarian

Lafayette College seeks an innovative, energetic librarian to manage electronic resources and participate in reference and instruction activities.

Responsibilities include working with e-resources vendors and consortia, ensuring access to e-resources for users both on and off campus, participating in the evaluation and promotion of e-resources, developing and conducting staff training, teaching in an ambitious instruction program, and providing reference service in all curricular areas.

**Qualifications:** ALA accredited MLS or the equivalent; strong academic background; knowledge of a wide range of electronic and print information resources; facility with current and emerging library technologies and applications; knowledge of HTML; interest in issues relating to access of electronic resources; knowledge of basic microcomputer hardware and software in a networked environment; ability to work productively in a collegial environment; initiative, flexibility, and commitment to service; strong teaching skills; ability to interact and communicate effectively with faculty, students, and staff. Knowledge of XHTML, Web programming, and scripting languages preferred.

**Salary:** Minimum high \$30s. Excellent benefits, including generous support for professional development.

Lafayette College is a distinguished undergraduate institution with a challenging, broad-based curriculum in the liberal arts, sciences, and engineering. With endowment per student rank among the top two percent of all U.S. colleges and universities, it offers a small college environment with large college resources.

Qualified individuals should send a letter of application, resume, and a list of at least three references (with phone numbers and email addresses) to: **Chair, Search Committee, c/o Director of Libraries & Academic Information Resources, David Bishop Skillman Library, Lafayette College, Easton, PA 18042-1797**

Review of applications will begin immediately and will continue until April 1, 2003. The College is an equal opportunity employer and encourages applications from women and minorities.



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**LAFAYETTE COLLEGE**

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Manager. Requires an ALA-accredited MLS and a minimum of seven years of progressively responsible management experience in a library of comparable size. Please see our Web site at: [www.maximus.com/recruit](http://www.maximus.com/recruit). Send résumés by February 7, 2003, to: MAXIMUS, Attn: Lou Fox or George Castorena, 3330 Oakwell Court, Suite 200, San Antonio, TX 78218; fax: (210) 301-0297; e-mail: [txsearch@maximus.com](mailto:txsearch@maximus.com). EEO/ADA. Female, minority and disabled candidates are encouraged to apply. In accordance with the Texas Public Information Act, résumés may be subject to public disclosure.

**HEAD OF TECHNICAL SERVICES AND COLLECTION DEVELOPMENT OFFICER.** (Extended Search) Eastern Connecticut State University, J. Eugene Smith Library. 12-month, tenured-track at either Assistant or Associate Librarian's rank. Required: MLS from an ALA-accredited school or its international equivalent; experience with an integrated library system; comfortable in an online, networked, and hands-on environment; communication skills; flexibility; service commitment; teamwork and people skills. Preferred: Additional advanced degree in a subject area, especially math/sciences or social sciences. Visit <http://library.easternct.edu> for further info. Brief Description: Reports to the Library Director. Ability to coordinate the planning and operations of technical services areas in acquisitions, cataloging, preservation, serials, gifts, etc.; demonstrated leadership skills in collection development and working with library and classroom faculty in acquiring and integrating the appropriate traditional and electronic formats; significant experience in integrated library systems and managing collection/access budgets and a staff; supervisory experience. Desired: Experience in public services. Experience in database contract management. To Apply: Send letter of application, résumé, and three recent letters of reference to: Tina C. Fu, Library Director, J. Eugene Smith Library, **Eastern Connecticut State University**, 83 Windham Street, Willimantic, CT 06226. Screening begins immediately and will continue until filled. Eastern Connecticut State University is an affirmative action, equal opportunity employer. Women, members of protected classes, and people with disabilities are encouraged to apply.

**LIBRARIAN.** The American Philosophical Society (APS) announces a nationwide search for outstanding candidates for the position of librarian. The APS Library is a major center for research in the history of anthropology, linguistics, geology, natural history, life sciences, mathematics, and physics from the eighteenth century to the present, as well as American history to 1840. The library houses over 300,000 books and eight million manuscripts. The Society's search committee invites applications from candidates who are primarily historical scholars and candidates with extensive experience as librarians or archivists. Salary is negotiable. Applications from women and minority candidates are strongly encouraged. The APS is an equal opportunity employer. Applicants should send a statement and a résumé to: Mary and Richard Dunn, Executive Officers, **American Philosophical Society**, 104 South Fifth Street, Philadelphia, PA 19106, and ask three referees to write to the Dunns. Applications will be received until the position is filled.

**RARE BOOKS LIBRARIAN.** University of Rochester, River Campus Libraries, seeks a Rare Books Librarian with a strong commitment to user services and an enthusiasm for facilitating awareness and use of the book collections by faculty, students, and scholars. An excellent opportunity to join a team of rare book professionals actively engaged in developing educational initiatives to support teaching and learning. The successful candidate will have a strong background in European history and culture as well as knowledge of early printed books, printing history, and book arts in general and a demonstrated ability to promote and develop Rare Books collections. Applicants are required to have an ALA-accredited MLS or equivalent training and experience, with undergraduate major or advanced degree in European history and culture, and excellent written and oral communication skills. Salary commensurate with background and experience. For additional information, visit our Web site at: <http://www.lib.rochester.edu/rbk/about.stm>. To view the entire job description, visit the library Web site at: <http://www.lib.rochester.edu/index.cfm?PAGE=152>. Send cover letter, résumé, and names, addresses, and phone numbers of three references to: Kelley Kitrinos, HR Administrator, **University of Rochester River Campus** Libraries, Rush Rhees Library, Box A, Rochester, NY 14627-0055; fax: (585) 273-5309; e-mail: [kkitrinos@library.rochester.edu](mailto:kkitrinos@library.rochester.edu). University of Rochester is an equal opportunity employer. Review of applications will begin on February 10, 2003, and will continue until the position is filled.