Classified Advertising

NOTICE

Resumés to advertisers offering faculty rank and status are advised that these terms are ambiguous and should inquire as to benefits involved.

All resumés for the Positions Wanted and the Positions Open classifications will be edited to exclude direct or indirect references to race, creed, color, age, and sex as conditions of employment.

Classified advertising orders and copy, and cancellations, should be addressed to the Advertising Department, American Library Association, 50 E. Huron St., Chicago, IL 60611, and should reach that office before the second week of the month preceding publication of issue desired. Copy received after that time may be held for the next issue.

Telephone orders for classified advertising, while not encouraged because of the increased risk of copy error, will be accepted. Calls should be directed to Leona Swietch at (312) 944-6780. A confirming order should be mailed to the Advertising Department as soon as possible after the call. All typewritten copy to be used in proofreading the ad.

Rate for classified advertising is $1.80 per printed line.

FOR SALE

SEARCH SERVICE. Ex-librarians locate titles or subject, plus 150,000 indexed stock. PAB 2917 Atlantic, Atlantic City, NJ 08401. Phone: 609/344-1943.

WOMEN AROUND THE WORLD: IYW '75. A selective annotated bibliography of periodical articles (2379p. $1) has 175 entries, 60 countries; Index to above (330p. $2.50); Supplement 175 (208p. $7.50) has 443 entries covering 125 countries from 106 periodicals. Reader comments, "A treasure trove for anyone working on the position of women today. I am amazed at the number of lacunae of the subject it touches." $8.75 complete set, postage extra. Make check payable to: AAUW Nassau County Branch, L. Is., N.Y. Mail to Miss H. Meigs, 15 Everdell Road, East Rockaway, NY 11518.

POSITION WANTED

Librarian-instructor. MLS, Ph.D. in European history. School and public library as well as teaching experience. P.O. Box 21005, Woodhaven, NY 11421.

POSITIONS OPEN

APPALACHIAN COLLECTION LIBRARIAN. Librarian of the Appalachian Collection, which consists of more than 10,000 items relating to the full-time staff person plus student assistants. Librarian is responsible for selecting, processing, and cataloging new materials. Must have knowledge of L.C. classification. Must have a master's degree in library science and interest in regional history. Minimum of five years of library and administrative work. Librarians have full faculty status. University located in northwestern corner of state and is surrounded by the Blue Ridge Mountains. Send resume to: Richard T. Barker, University Librarian, Appalachian State University, Boone, North Carolina 28608. An equal opportunity employer.


ASSISTANT ACQUISITIONS/ASSISTANT BIBLIOGRAPHIC RECORDS LIBRARIAN. Acquisitions: Supervise a staff of four FTE persons engaged in bibliographic searching and precataloging. Cataloging: Assist in maintaining quality control over public catalogs, shelflist, and authority files. Primary appointment in Acquisitions; Qualifications: MLS from ALA-accredited library school; reading knowledge of two modern European languages, preferably German and French or Spanish; one year's experience in technical services on the professional or advanced preprofessional level as a bibliographic searcher, precataloger, or editor of the public catalog; interest in OCLC. Benefits: Benefits include full faculty status; eligibility for tenure; twenty-two working days vacation per year; usual holidays; full retirement benefits (TIAA/CREF); paid leave and major medical insurance. Salary: $10,000. The Acquisitions Department uses the OCLC and BATAF systems and includes two professional librarians, seven support staff, and several student assistants. The Cataloging Department includes eight professional catalogers, plus clerical and student staff. A new university library is being planned. Apply to William Black,Appointment to the Dean, University Libraries, University of Louisville Library, Belknap Campus, Louisville, KY 40208. An equal opportunity/affirmative action employer.

ASSISTANT CATALOG LIBRARIAN. Accredited MLS, German and/or French language required; science background and advanced study in cataloging preferred. Experience preferred but not required. Library is COLUMBIA member. Salary $11,000-$11,500. Submit resume to A. I.

LIBRARY DIRECTOR

Stanford University Graduate School of Business seeks a Director of Jackson Library to be responsible for administering the school's autonomous library. Typical duties include: defining goals, setting policies and making plans for the management of all library functions including collection development necessary to meet the teaching, research and program needs of the Business School.

Requires substantial experience in progressively responsible positions in a major academic or research library or its equivalent. Must have demonstrated the ability to manage the full range of library functions; provide sound leadership in planning and directing the work of a large library staff and guiding their professional development; anticipate emerging trends in library management including technological change and to assess their impact on future operations. Subject matter knowledge of material found in a business school library supporting degree programs at the MBA & PhD level is desirable.

Applicants should supply with their first letter a complete statement of their qualifications, a full resume and three names of references to Stanford University, Attn: B. E. Torrance, P. O. Box 3044, Stanford, CA 94305. We are an equal opportunity employer through affirmative action.

STANFORD UNIVERSITY
ASSISTANT DIRECTOR FOR BIBLIOGRAPHIC OPERATIONS, Manages and coordinates the operations of the university's cataloging, acquisitions, and serials departments; hosts meetings required for the planning, development, and implementation of new programs and services. Must have a minimum of five years of experience as a cataloger or coordinator in a major library. Salary: $12,924-$16,584. MLS. Primary responsibilities include managing and coordinating the operations of the library's cataloging, acquisitions, and serials departments; planning and implementing new programs and services. Staff of these units includes: 125 librarians with faculty status; 20 nonteaching professionals; 63 classified personnel; 17 FTE hourly employees (preference for candidates with experience in cataloging and serials). Deadline for applications: December 15, 1977. Send resume and list of references to: Jane Titus, Personnel Librarian, Temple University Libraries, Philadelphia, PA 19122. An equal opportunity/affirmative action employer.

ASSISTANT LIBRARIAN FOR GENERAL SERVICES at Temple University's Ambler Campus Library. Supervises circulation, interlibrary loan and audiovisual services; assists with reference service and conducts computer classes for faculty and staff. MLS, responsibility for the planning, development, and implementation of new programs and services. Must have at least five years' professional library experience, preferably in science library. Position available immediately. Send resume to: Janet P. H. Wilson, Personnel Librarian, Temple University Libraries, Philadelphia, PA 19122. An equal opportunity employer.

ASSISTANT LIBRARIAN FOR SCIENCE REFERENCE LIBRARIAN AND SCIENCE LIBRARIES LIBRARY INSTRUCTION COORDINATOR. $12,924-$16,584. MLS. Primary responsibility for the planning, development, and implementation of new programs and services for science librarians. Provide reference service in the life and physical sciences. Requires science bibliographic courses and undergraduate science courses. Two years' professional library experience with an ALA-accredited library school and experience with media services in an academic library. Salary: $9,500. Send resume to: Jane Titus, Personnel Librarian, Temple University Libraries, Philadelphia, PA 19122. An equal opportunity employer.

ASSOCIATE DIRECTOR FOR TECHNICAL SERVICES. Responsible for supervising the three technical service areas of acquisitions, cataloging, and serials. Must have at least a master's degree in library science, further study desirable. Should have at least five years' experience in technical services as head of a major unit or department in a major university library. Experience in acquisitions, cataloging, and serials is preferred. Application deadline is December 15, 1977. Send resume and list of references to: Margaret Schott, Library Personnel Officer, University of California, Riverside, California 92507. An equal opportunity/affirmative action employer.

CIRCULATION LIBRARIAN. Position available: January 1, 1978. Head of university library circulation department including responsibility for reserve and film collections. Administration of department includes hiring and supervision of six clerical employees; 12-month contract. Liberal vacation and fringe benefits. Applicants should have strong service orientation, public relations skills, and ability to deal effectively with diverse clientele. Salary begins at $11,000, depending upon qualifications and experience. Send letter of intent, resume, official transcripts, and three letters of recommendation. Deadline for applications: November 15, 1977. Apply to: Miss Alice McClain, Director of Libraries, Montana State University, Bozeman, MT 59717. MSU is an equal opportunity/affirmative action employer.

DIRECTOR OF THE WALLER LIBRARY. The University of Minnesota is seeking applicants for the newly created position of director of the Walter Library. This is one of seven key administrative positions in the University Libraries, Twin Cities Campus. Under the general direction of the vice chancellor for university libraries, the director of the Walter Library is responsible for administering the operation, services, and resources of that library (which includes the Art Library, the College Library, the Education-Psychology-Library Science Library, the Kerlan-Hess Collection, the Learning Resources Center, the Music Library, the Storage Collection, and the University Archives) as well as three special archival collections in other locations—Immigration History, Social Welfare History, Architecture, and Performing Arts. The Walter Library has an operating budget of $796,828 (including salaries for staff, supplies, and expenses for acquisition) and a staff of 76.45 FTE, including 19.25 professionals. Applicants for this position must have demonstrated skills in leadership, planning, and interpersonal relations. The action committee will consider. Substantial applicable experience in a major university library is required. Knowledge of academic programs and the ability to work effectively with faculty and academic administrators are essential. Applicants should be able to meet the requirements of a university libraries faculty appointment at the rank of associate professor or professor. The minimum starting salary is $22,500. Applicants should send a detailed resume to: Dr. Karen Nelson Hoyle, Chairperson of the Search Committee for the Director of the Walter Library, University of Minnesota Libraries, Minneapolis, MN 55455. Deadline for receipt of resumes is January 15, 1978. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, or national origin.

HEAD OF CATALOGING. Administers and supervises staff of 10. Responsible for planning, organizing, staffing, directing, coordinating, reporting, and budgeting. Does original cataloging (English, foreign languages, and nonprint). Serves on committees. Other duties as assigned by the Assistant University Librarian for Technical Services. MLS or minimum of 3 years professional experience, year supervisory, knowledge of LC and OCLC. Salary $13,000-$14,000, 12-month contract. Available immediately. Send resume, three references, and credentials to: Norman R. Pearson, Asst. University Librarian for Technical Services, Wright State University Library, Dayton, Ohio 45435. Equal opportunity/affirmative action employee.

The University of Michigan Library invites applications for the position of HEAD, CATALOGING DEPARTMENT. Qualifications: Degree from an accredited library school
or equivalent. Minimum of five years' relevant professional experience, with at least two years in a supervisory or managerial role. Evidence of a knowledge and interest in current developments in cataloging standards, bibliographic networking, and cataloging applications in bibliographic processing.

Responsibilities: Responsibilities: The successful applicant will report to the Associate Librarian-Support Services and will be accountable for the effective operation of all functions of the Cataloging Department and coordination of the production of new systems, procedures, etc.; maintain liaison with library and university departments and user groups.

Environment: The University of Waterloo library system consists of two divisional libraries, a branch library, and a reading room. The system holds over 2 million items, and the annual book budget (1977—78) is $1.3 million. The Cataloging Department is responsible for classifying and cataloging all material acquired for the system, serials, and original acquisition documents. The present staff complement of the Cataloging Department is 46, with a salary budget of some $450,000. 3,500 titles are cataloged and 5,000 volumes processed each month. In addition, approximatly 39,000 cards are issued in the various catalogs. A machine-readable catalog is in preparation, and catalog cards are computer-produced. Further plans include the introduction of catalogs in microfiche and other formats.

Salary: Commensurate with qualifications and experience. Salary range as of July 1, 1977, $16,461—$24,692. Apply to: Mr. Alan R. Dunnett, Assistant to the Librarian, Administration, Dana Porter Arts Library, University of Waterloo, Waterloo, Ontario, N2L 5G1.

HEAD OF PUBLIC SERVICES, REFERENCE LIBRARIAN: Responsible for public services division in a health sciences library. Duties include administrative responsibilities; participation in teaching activities regarding medical bibliography and history; participation as one of three reference librarians staffing information desk on a rotating basis; training librarians' defense in the preparation of a reference document from an ALA-accredited school or a graduate degree in a related field. Experience in public services area of a health-related library, including 2 years in a supervisory role and knowledge of on-line computer systems. Knowledgeable in computerized data-base instruction and capable of teaching seminars on the use of literature in special subject areas within the health sciences. Authorizes classification, acquires anticipated. Liberal fringe benefits. Position available October 1, 1977. Faculty position and salary at assistant or associate professor level depending on qualifications. Apply to Dr. Ernest M. Ellison, Director, Biomedical Learning Resources Center, University of Louisville Health Sciences Center, P.O. Box 35260, Louisville, Kentucky 40292; phone (502) 588—5761.

An equal opportunity/affirmative action employer.

HEAD, UNDERGRADUATE LIBRARY, University of Tennessee, Knoxville: UGL is one of six library units on the campus. The Library serves a population of 16,000 students, 650 faculty, and is a member of the Tidewater Consortium. The reference staff consists of 7 librarians, 1 library assistant, and 2 clericals. Qualifications include a master's degree from an ALA-accredited school (a subject masters is acceptable if 5 years of experience with increasing responsibility); administrative experience helpful. Salary: $13,000 minimum. Send resume including names and addresses of three references by October 15, 1977, to George B. Miller, Jr., Chairperson, Search Committee for Head, Undergraduate Library, University of Tennessee, Knoxville, Box 35260, Louisville, Kentucky 40232; (502) 588—7287.

An equal opportunity/affirmative action employer.

LIBRARIAN, ACQUISITIONS: Note: This position, earlier advertised as Assistant Acquisitions Librarian, has been upgraded to department head status due to a reorganization of library staff and policies. Under the direction of the Chief of Technical Services, responsible for supervising monographic and serial acquisitions in an academic library of 575,000 volumes supporting undergraduate and graduate programs. Acquisitions Department has a staff of 14; annual materials budget currently $697,000, with a large increase expected in 1978—79. Required qualifications: MLS from an ALA-accredited library school; at least five years of acquisitions experience in a major academic library or research library; thorough familiarity with the domestic and European book trade. Additional desirable qualifications that will be considered: foreign language ability; evidence of scholarly publication and/or further study; active participation in professional organizations; and familiarity with library automation. Appointment will be at rank of assistant professor and salary $14,000 minimum. Position available October 1, 1977. Send resume with names of references to: Edwin W. Bolhuis, Director, Old Dominion University, Norfolk, VA 23508. An affirmative action/equal opportunity employer.

LIBRARIAN, Collection Development: Minimum salary: $21,000. Position available: October 1, 1977. Duties: Co-ordinates collection analysis and development for complete and distinctive collections in all media and formats by collecting, selecting, processing, and evaluating materials. Faculty rank and status, state retirement plan, group insurance, sick leave benefits, an equal opportunity/affirmative action employer.

LIBRARIAN, Collection Development, University of Wyoming: Position available: February 1, 1978. Collection development: MLS, 5 years experience in public service, good writing and communication skills, ability to work effectively with faculty and staff; experience in collection development in a research library; ALA-accredited MLS, Salary: $13,000 minimum. Send resume to: Melvin R. George, University Librarian, Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, Illinois 60625. An equal opportunity/affirmative action employer.

LIBRARIAN, SPECIAL COLLECTIONS DEPARTMENT, University of Nebraska, Lincoln: This position is for librarianship in an ALA-accredited MLS school plus professional experience in a specialized area with an additional graduate degree in a discipline, with a strong emphasis on the culture of the U.S. Southwest required. Reading and writing ability in Spanish required. Successful administrative experience with a proven ability to manage large diverse collections and policy related to collections. Principally responsible for effective expenditure of library materials and binding budget of $6.8 million. Qualifications: Understanding of Mexican/Latin American material and the ability to work effectively with faculty and library staff; experience in collection development in a research library; ALA-accredited MLS, Excellent communication skills, Register to George B. Miller, Jr., Chairperson, Search Committee for Head, Special Collections Department, Zimmerman Library, University of New Mexico, Albuquerque, New Mexico 87131. An equal opportunity/affirmative action employer.

MEDIA/CURRICULUM CHAIRPERSON: Senior assistant or associate librarian. Responsibilities: administration of media/curriculum center, including policy development, staff and budget control, facilities-planning, equipment selection, collection growth, and organization. MLS degree from an ALA-accredited school; appropriate second mas-

287
The library at the State University of New York at Stony Brook has an opening for a MEDIA SERVICES LIBRARIAN to be responsible for organizing and developing an expanded delivery system for hardware and software in a university center with an enrollment of 14,000 students. The successful candidate will be technically and bibliographically knowledgeable in acquisitions and services for an academic media center; will share in policy formulation for the center; will have solid administrative experience and ability to interact with the teaching faculty. Incumbent must be a self-starter and have exceptional organizational skills. Qualifications: master's degree from an accredited library school; course work in educational media and technology; 3–5 years academic experience in audiovisual services. Salary commensurate with experience. Respond by Oct. 31, 1977, to: Florence Boroson, Melville Library, SUNY at Stony Brook, Stony Brook, New York 11794. Equal opportunity/affirmative action employer.

The University of Tennessee Knoxville Library has two positions available. (1) PERSONNEL LIBRARIAN: Coordinates personnel management activities of the university library (six units and 185 full-time staff), including recruitment, placement, personnel records, and staff development. Works closely with staff, department heads, library administration in planning human resources requirements. Experience and/or professional degree in personnel management or willingness to pursue relevant training are required. (2) LIBRARY SYSTEMS ANALYST: Responsible for provision of support services in the analysis, design, and implementation of procedures, systems, and information products. Experience and/or training in EDP (not necessarily in library EDP) field required. Both positions require ALA-accredited MLS. Faculty rank and salary commensurate with experience and qualifications. Salary minimums: (1) $14,500; (2) $15,000. Group health and insurance package. TIAA/CREF. Twelve-month appointment. One month vacation. Send resume to Donald R. Hunt, Library Director, University of Tennessee, Knoxville, TN 37916. Closing date October 31. An equal opportunity/affirmative action>Title IX employer.

PRINCIPAL SYSTEMS ENGINEER. The Chicago Public Library needs strong data processing manager to head systems development function. Candidates should have technical, library automation, and business skills and be able to work in a nonstructured environment. Service orientation is a must. Candidates must have ability to "take charge" and build an organization. Please send resume to: Mrs. Arlene Chamberlain, Director of Library Personnel, The Chicago Public Library, 425 North Michigan Avenue—13th Floor, Chicago, Illinois 60611. Residence within the corporate limits of the City of Chicago is required at the time of employment. An equal opportunity employer, m/f.


TECHNICAL SERVICES LIBRARIAN: To coordinate work flow of Acquisition (and act as bibliographic resource person) and Catalog (supervise OCLC production area) Units; original cataloging of some print/nonprint materials. MLS required; working knowledge of OCLC and acquisitions procedures; supervisory experience required. Annual appointment with faculty status; rank and salary dependent upon experience and qualifications. Resume and 3 letters of reference by Nov. 4 to Search & Screen Committee, c/o Dr. Ross Stephen, Assoc. Dir., for Tech. Services, University Library, University of Wisconsin—Oshkosh, WI 54901. UW–O is an equal opportunity employer/institution and actually solicits inquiries from women, members of minority groups, and the handicapped.

The library at the University of Tennessee/Knoxville has the following positions available: (1) SERIALS CATALOGER: Original and copy cataloging in autonomous serials department; coordinates serials procedures with other library departments; assists in supervising II support staff; in charge during head's absence. Experience in serials cataloging using AACR; LC classification and subject headings preferred. Experience with OCLC or other automated cataloging systems desirable. (2) HEAD, MONOGRAPHS ORDER DEPARTMENT: Administrates expenditures for monographic acquisitions of about half the total $1,300,000 materials budget; supervises 10 support staff; bibliographic searching, ordering and receiving procedures; reports to Associate Director for Technical Services. Professional experience in acquisitions, knowledge of vendors and book trade, and supervisory experience preferred. (3) ENGINEERING LIBRARIAN: One of three professional positions in separate Science-Engineering Library; provides reference service in all science fields; primary responsibility for providing in-depth reference in engineering and applied technology; works closely with engineering faculty to develop and maintain teaching and research collection. Professional experience in engineering or a science discipline and an academic background in these areas preferred. Experience in computer-based literature searches desirable. All positions require a degree from an ALA-accredited school. Faculty rank. Salary commensurate with experience and qualifications. Salary minimums: (1) $11,000; (2) $13,500; (3) $12,500. Group health and accident insurance, TIAA/CREF, 12-month appointment. One month vacation. An equal opportunity/ affirmative action>Title IX employer. Send resume to: Donald R. Hunt, Library Director, University of Tennessee, Knoxville, TN 37916.

ZOLOGY LIBRARIAN for 25,000-volume departmental library serving faculty and students in zoology. Responsible for reference services, liaison with faculty and central library staff in collection development, and supervision of library operations. MLS degree plus two years related library experience required. Salary of $12,000 or more depending upon qualifications. Send resume before November 1, 1977, to Joseph Jerz, Assistant University Librarian, University of North Carolina Library, Chapel Hill, NC 27514. An equal opportunity/affirmative action employer.
the art of
writing
successful
R & D proposals

A PRACTICAL, TESTED GUIDE TO GETTING GRANTS:
WHAT to consider in writing proposals,
HOW to write them, and
WHERE to present them.

Many educators, administrators, and managers have valid and exciting ideas for projects, but need a set of guidelines to convert those ideas into a successful grant proposal. This practical guide will help those wanting to write proposals for research, demonstration, or development projects do it well. Models and examples are given throughout. While these guidelines have federal funding agencies uppermost in mind, they can be applied as well to other funding agencies—both public and private.

The author, Dr. Donald C. Orlich, is a Professor of Education, Washington State University. As a Program Officer, Office of Grant and Research Development, he aided others in the preparation of grant proposals. He has personally written or cowritten over four dozen funded projects.

The coauthor, Patricia Rend Orlich, an Assistant Professor at Washington State University, has had grant writing experiences—which are reflected in the book.

Please enter my order for:
☐ ______ copies of The Art of Writing Successful R & D Proposals @ $9.40
☐ Bill me for the items ordered plus .90 to cover shipping
☐ A check for _______ is enclosed (Redgrave will pay shipping charges)

Name ___________________________________________________________
Address __________________________________________________________________________
City __________________________ State ____________ Zip ______________

Redgrave Publishing Company, A division of Docent Corp.
430 Manville Rd., Pleasantville, N.Y. 10570
Developing an understanding of the value of the library, both public and institutional, in the health care setting

The Librarian and the Patient

Eleanor Phinney, editor

This is the first comprehensive work on the planning of library services to patients in all health care institutions. The Librarian and the Patient integrates and expands the principles and standards that have been adopted to make the patients' library useful in medical and rehabilitative care. It concerns itself with many types and sizes of institutional settings and with patients receiving temporary or permanent care. Institutions for the mentally retarded and physically handicapped as well as those for the ill and injured are included. Information throughout the text is presented not as fixed procedures but as a basis on which each institution and its library may plan or develop services to fit its own situation and needs. Because of this emphasis upon principles, public libraries and state agencies as well as personnel responsible for patients' libraries will identify important extensions of their own functions. A useful feature is the fully annotated bibliography for each chapter, intended to give the reader an opportunity to explore more deeply the problems examined in that chapter. Other features are the appendix material which samples the variety of public library services to health care institutions, and the diagrams and floor plans drawn with reference to patient needs.

Contents
1. Inherent Values and Basic Concepts
2. The Health Care Institution as a Setting for Library Service
3. The Patient: The Basis on Which Services are Planned
4. Planning for Library Services
5. Serving the Clientele of the Patients' Library
6. Drawing on Library Resources outside the Institution
7. Library Materials for Patients
8. Staffing the Patients' Library
9. The Library as a Therapeutic Environment
10. Organizing and Operating Library Services to Patients

Appendices
1. A Patient's Bill of Rights
2. Public Library Service to Patients
3. Sample Contracts and Agreements
4. Reader Interest Classification
5. Relationship to Patients

Bibliotherapy: Methods and Materials.
Committee on Bibliotherapy and Subcommittees on the Troubled Child: Association of Hospital and Institution Libraries
This book views reading programs in relation to the basic goals of all methods of psychotherapy and examines the principles of communication. The uses of reading programs in group therapy and for individuals are presented and discussed in detail. Specialized services are suggested for the physically and mentally ill, the retarded, the offender, the alcoholic, and the drug user.

168 pages Paper 8389-3107-3 $6.50

Standards for Library Services in Health Care Institutions
Hospital Library Standards Committee
Contains the essential elements for progressive administration and development of library services in health care institutions. The appendix provides quantitative standards for interior facilities; the glossary and the selected references are other valuable features.

32 pages Paper 8389-3115-4 $2.00