
- **Specialty Positions in ARL Libraries** (133 pages, January 1982), SPEC Kit #80, has been published by the Association of Research Libraries. It includes 49 documents with position descriptions covering the role of technical and managerial specialists in large libraries. SPEC kits are available by subscription from the Systems and Procedures Exchange Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036. Individual kits may be purchased for $15 (prepayment required) with checks made payable to the ARL Office of Management Studies. Librarians of ARL receive kits for $7.50.

- **Travel and Tourism Bibliography and Resource Handbook**, by Jeanne Gay (3 volumes, 1981), lists books, articles, notes, maps, reports, and similar information about every conceivable travel destination, including the polar regions. A list of resources provides names and addresses of tourism organizations, a subject bibliography, and an alphabetical list of tourism-related periodicals. The volumes are available for $50 from Travel and Tourism Press, P.O. Box 1188, Santa Cruz, CA 95061.

- The *Vieux Carré Survey*, by Florence M. Junonville (31 pages, 1981), is a description of the preparation and a guide to the use of the major New Orleans architectural study located in the Historic New Orleans Collection Library. The pamphlet summarizes the types of research material to be found in the survey and suggests how it may be used to learn more about the history of the historic French Quarter. Complimentary copies may be obtained from the Historic New Orleans Collection Library, 533 Royal Street, New Orleans, LA 70130.

**Anthro-Minutes**

ACRL's Anthropology and Sociology Section wishes to keep its members more up-to-date by providing copies of the minutes of their meetings. If you would like to be placed on the mailing list, send your name and address to: Sandra S. Kerbel, Secretary, Anthropology and Sociology Section, Graduate School of Business Library, University of Pittsburgh, Pittsburgh, PA 15260.

**Classified Advertising**

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

**Rates:** Classified advertisements are $4.00 per line for ACRL members, $5.00 for others. Late job notices are $10.00 per line for members, $12.00 per line for others. Organizations submitting ads will be charged according to their membership status.

**Telephone:** All telephone orders should be confirmed by a written order mailed to ACRL headquarters as soon as possible. Orders should be accompanied by a typewritten copy of the ad to be used in proofreading. An additional $10 will be charged for ads taken over the phone (except late job notices or display ads).

**Guidelines:** For ads which list an application deadline, that date must be no sooner than the last day of the month in which the notice appears (e.g., October 31 for the October issue). All job announcements must include a salary figure. Job announcements will be edited to exclude discriminatory references. Applicants should be aware that the terms faculty rank and status vary in meaning among institutions.

**J0BLINE:** Call (312) 944-6795 for late-breaking job ads for academic and research library positions. A prerecorded summary of positions listed with the service is revised weekly. Each Friday a new tape includes all ads received by 1:00 p.m. the previous day. Each listing submitted will be carried on the recording for two weeks. The charge for each two-week listing is $30 for ACRL members and $35 for non-members.

**Fast Job Listing Service:** A special newsletter for those actively seeking positions. The service lists job postings received at ACRL headquarters four weeks before they appear in *C&RL News*, as well as ads which, because of narrow application deadlines, will not appear in *C&RL News*. The cost of a six-month subscription is $10 for ACRL members and $15 for non-members.

**Contact:** Classified Advertising Dept., ACRL, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

**FOR SALE**


- **ERIC MICROFICHE COLLECTION. ED 010 000-ED 205 670** (1966-1981) Complete incl. indexes, cabinets. Contact: Director, Ambassador College Library, 200 W. Green Street, Pasadena, CA 91129. (213) 577-5544.

- **SHELFMARK ORIGINAL CATALOGING** saves time and money on no-copy items. AACR2. 277 Valley View Road, Ukiah, CA 95482.

**POSITIONS OPEN**

- **AFRICAN-AMERICAN STUDIES LIBRARIAN**, provides specialized reference services designed to reach minority students and in support of African-American Studies Department. Participates in general reference services in the social sciences and humanities. Selects materials in field of African-American studies. Participates in faculty meetings of the African-American Studies Department and serves as liaison with Office of African-American Student Affairs. MLS from accredited library school required; either courses in African-American studies or a master's degree in an appropriate social science or humanities discipline highly desirable. Experience with either online searching or bibliographic instruction desired, especially the latter. Ability to work independently and to initiate contacts with faculty members and students is essential. Reading knowledge of French or Spanish is desired. Salary is $15,000 plus depending on qualifications. Available immediately. Applications received by June 15, 1982, will be considered. Send letter of application, resume, and names of three references, and have library school credentials, including transcripts, sent to: Lance Query, Personnel Librarian, Northwestern University Library, Evanston, IL 60201. An equal-opportunity/affirmative-action employer.

- **ASIAN COLLECTION CURATOR/BIBLIOGRAPHER.** Faculty position in the Collection Development Division. Curator of East Asian vernacular collection of over 30,000 volumes. Responsible for analyzing existing collection, updating collection development pol-
ASSISTANT DIRECTOR FOR COLLECTION DEVELOPMENT. The University of Maryland Libraries seek an experienced librarian with strong leadership qualities to assume responsibility for the overall coordination of collection development. Responsibilities include: (1) ensure that the Library develops and maintains a strong collection of materials that reflects the needs of the academic community; (2) ensure that the Library's collection is complemented by access to electronic sources; (3) participate in the planning and development of the Library's collection; (4) conduct classes in the use of the library; (5) participate in the selection and instruction of staff, reference inquiries, serials management, audio-visual utilization and other areas of professional services as required. Qualifications: master's degree in library science; experience in managing large units, good communication skills; empathy with the library needs of students and faculty; at least 7 years related experience in a large academic library; strong leadership qualities to motivate staff to provide positive, responsive, and innovative services; ability to work effectively with teaching faculty; empathy with the library needs of students and faculty at each level of research. Twelve months faculty tenure-track appointment. Salary dependent on qualifications with a starting range of $26,000–$30,000. Position available October 1, 1982. Benefits include moving allowance, university assistance with house financing, tuition remission, non-contributory TIAA/CREF, partially paid insurance plans, one month vacation. To ensure consideration, please send, before June 11, 1982, a letter of application, resume, and the names of three references to: Ronald P. Naylor Assistant Director for Administrative Services University of Miami Libraries P.O. Box 248214 Coral Gables, FL 33124 Interviews may be arranged at ALA in Philadelphia. The University of Miami is an EEO/AA employer.
ASSISTANT DIRECTOR FOR TECHNICAL SERVICES AND AUTOMATED SYSTEMS

Assume responsibility for the overall planning, coordination and administration of the library's technical service operations and all library automation activities. Direct scheduled procedures for an online catalog and provide leadership in the implementation of other library computer operations.

Graduate degree from ALA-accredited library school. Substantial progressive experience at the professional level in library technical services including some years with administrative responsibility and experience in the application of computer technology to library procedures. Comprehensive knowledge of technical services and computer operations, organization and practices in bibliographic control in a major research library. $25,000 minimum. Faculty rank with good fringe benefits. Beginning date September 1, 1982. Applications should be received by June 15, 1982. Submit letter of application with resume including names of three references to:

Roscoe Rouse
University Librarian
Oklahoma State University
Stillwater, OK 74078

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art), catalog maintenance, reference, and bibliographic instruction. Supervise one full-time staff, 10 to 12 student assistants. Liaise between Library and Academic Affairs. Experience in work with public essential. Music or architecture background preferred. Salary range $17,000 minimum, 12 month contract. Available July 1, 1982. TIAA/CREF and many other fringe benefits. Address application and resume to: Royal V. Pope, Director of Libraries, Stanford University Libraries, Stanford, CA 94305, citing #232 on all correspondence. EOE.

INSTRUCTION/REFERENCE LIBRARIAN, Undergraduate Library (half-time). Provide reference service and participate in course-integrated library instruction program reaching 8,000 lower division students yearly. Development, revision, and evaluation of printed instructional materials emphasized. Participates in policy-making. Extensive liaison work. Full job description available on request. Required: MLS from ALA-accredited school; 2 years' post-MLS public service experience; emphasis on library instruction; strong communication skills; ability to work successfully with students, faculty and staff in physical sciences. Supervisory experience. Two to three years in public services. Work with automated data bases and reference services. Salary range $14,650-$16,620, TIAA/CREF and many other fringe benefits. Address application and resume to: Royal V. Pope, Director of Libraries, Stanford University Libraries, Stanford, CA 94305, citing #232 on all correspondence. EOE.

REFERENCE LIBRARIAN, University of Minnesota Libraries, Main Library. Entry level position salary $14,200 minimum. The Reference Department includes 11 librarians and two support staff reporting to the Head of Reference. Duties: general reference service in social sciences and humanities, subject reference, bibliographic instruction, preparation of bibliographies and guides; participation in bibliographic instruction programs and library orientation tours; reference collection development. Qualifications: MLS, knowledge of biomedical bibliography, MEDLINE training, public relations and teaching skills required. Background in life sciences preferred. Salary minimum $15,000-$17,000. Send application letter, résumé, and names of three references, and writing samples, including instructional materials produced, by May 31, 1982, to Robert Treppa, General Libraries, PCL 3.200, University of Texas, Austin, TX 78712. Equal-opportunity/affirmative-action employer.

REFERENCE LIBRARIAN. Responsibilities include coordinating user instruction program, performing computerized database searches, assisting with general reference service. Library serves Colleges of Health, Medicine, Nursing, Pharmacy and health professionals in Utah. Qualifications: MLS, knowledge of biomedical bibliography, MEDLINE training, public relations and teaching skills required. Background in life sciences preferred. Salary minimum $15,000-$20,000. Send application letter, résumé, and names of three references by May 24, 1982, to: Forrest Brown, Librarian, St. John's Church, 350 South State Street, Salt Lake City, UT 84102. AA/EOE.

REFERENCE LIBRARIAN, University of Minnesota Libraries, Special Collections. Entry level position salary $14,200 minimum. The Reference Department includes 11 librarians and two support staff reporting to the Head of Reference. Duties: general reference service in social sciences and humanities, subject reference, bibliographic instruction, preparation of bibliographies and guides; participation in bibliographic instruction programs and library orientation tours; reference collection development. Qualifications: MLS, emphasis on academic librarianship preferred; undergraduate degree in the social sciences or humanities; courses in the physical sciences, or relevant experience; working knowledge of basic reference sources; ability to communicate effectively; interest in bibliographic instruction, reference service, and the development of online searching desired. Application procedure send letter of application by June 4, 1982, including résumé and names of three references to: Bonnie Jackson Clemens, Assistant Director for Administrative Services, University of Georgia Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal-opportunity/affirmative-action employer.

REFERENCE LIBRARIAN. Bibliographic instruction, traditional reference, supervision of circulation-reserve. Proven skill in bibliographic instruction and working with undergraduates essential. AA/EOE. Qualifications: MLS, emphasis on academic librarianship preferred; undergraduate degree in the social sciences or humanities; courses in the physical sciences, or relevant experience; working knowledge of basic reference sources; ability to communicate effectively; interest in bibliographic instruction, reference service, and the development of online searching desired. Application procedure send letter of application by June 4, 1982, including résumé and names of three references to: Bonnie Jackson Clemens, Assistant Director for Administrative Services, University of Georgia Libraries, Athens, GA 30602. This position will be filled only if suitable applicants are found. An equal-opportunity/affirmative-action employer.

REFERENCE LIBRARIAN, UMD Health Science Library. MLS from an accredited library school; three to five years' reference experience, preferably in a health science library, but equal experience in other fields acceptable; experience in online searching on NLM and other databases essential. University of Minnesota Civil Service 12-month appointment of Librarian. Salary base: $17,292. Position open July 1, 1982. Resume and three references should be sent to: The Director, Li-
provides reference services. Requires graduate degree in archival science, history, library science or related discipline. Must have knowledge of principles and practices of archival science. Must be willing to abide by the standards of the Mormon Church and abstain from alcoholic beverages, tobacco, tea, and coffee. Minimum salary $15,000 and up depending on qualifications. Submit resume and names of three references to Randy Olsen, Assistant University Librarian, Lee Library, Brigham Young University, Provo, UT 84602.

REFERENCE LIBRARIAN/BIBLIOGRAPHER, Central University Library Reference Department. Assistant or Associate Librarian, University of California, San Diego. Salary range: $17,412-$22,284 or $21,280-$30,648. Available: July 1, 1982. Under Head of Reference Department, participates in Department's programs of reference, collection development, faculty liaison, instruction and information services; serves at reference desk, including some evening and weekend hours, provides specialized reference assistance in assigned subject areas in the humanities; provides computer assisted reference service; participates in instruction services; is responsible for collection development and faculty liaison in the assigned areas; UCSD librarians are expected to participate in such activities as library wide planning; expected to be active professionally. Qualifications: MLS degree from an ALA-accredited library school. Training and/or experience in collection development and reference service in large research library preferred. Advanced degree in humanities or social sciences desirable. An appointee at Associate level expected to bring to position well-developed reference and collection development skills and substantial previous academic library experience. Applicants at this level should possess leadership skills as evidenced by previous experience; demonstrated ability to work effectively with research-oriented faculty, library staff, and other members of the academic community; evidence of participation in professional activities. UCSD is an equal-opportunity/affirmative-action employer. Applications accepted until June 15, 1982. Submit a letter of application, enclosing a resume and a list of references, to: Jacqueline Coolman, Personnel Librarian, University of California, San Diego, Library Personnel Office, C-075-H2, La Jolla, CA 92037.

CENTRAL REFERENCE LIBRARIAN. University of Arizona. Duties include reference, Hispanic American and Chicano Studies subject specialization, online searching, orientation/instruction and collection development. ALA-accredited library degree, an academic background or academic library reference experience in Hispanic American or Chicano Studies, and ability to speak, read, and write Spanish required. Good communications skills essential. Online search skills preferred. Position available September 1, 1982. Salary minimum: $15,000. Faculty status; 12-month appointment; 22 days vacation; fringe benefits. Send resume, including list of three references, by June 15, 1982, to: W. David Laird, University Librarian, University of Arizona Library-Tucson, Tucson, AZ 85721. An equal-opportunity/affirmative-action employer.

LATIN AMERICAN/GENERAL CATALOGER. Original cataloging and classifying of monographs, serials and microforms in Latin American Studies, and of materials published in Spain and Portugal; cataloging of English language and other monographs, depending on language ability. Duties include searching and preparing cataloging for input to OCLC, using AACR and LC classification and subject headings. Reports to Head, Catalog Division. Library faculty are expected to meet University requirements for tenure and promotion, including research, publication and service. Available 1 July 1982. $15,000-$17,040. Required: MLS from ALA-accredited program; reading knowledge of Spanish; knowledge of AACR and LC classification and subject headings. Highly desirable: Reading knowledge of Portuguese and working knowledge of additional Western European language; 1-2 years' cataloging experience in an academic or research library, including knowledge of MARC tagging and OCLC cataloging system. Apply by June 15 to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include detailed resume with names and addresses of three
INFORMATION SERVICES/VETERINARY MEDICINE LIBRARIAN.  Full-time position combining half-time service to the School of Veterinary Medicine and half-time service to the College of Agricultural and Life Sciences and the School of Family Resources and Consumer Sciences. ALA-accredited master's degree in Library Science and at least one year of reference experience in an academic or research library required. Preference will be given to candidates with subject expertise in the life sciences or veterinary medicine, experience with the selection and organization of audiovisual software and hardware, experience with computerized database searching including OCLC and experience in bibliographic instruction. Candidates should also have interpersonal skills effective in faculty, student and colleague interactions. Minimum salary: $15,800 (depending on qualifications); 22 working days vacation; sick leave and health insurance. Apply by June 15, 1982. Send letter, resume, and names, addresses and telephone numbers of three references, to: Daisy T. Wu, Director, Steenbock Library, 550 Babcock Drive, Madison, WI 53706; (608) 263-6864. UW-Madison is an equal-opportunity/affirmative-action employer.

REFERENCE LIBRARIAN AND BIBLIOGRAPHER FOR ENGLISH (Search reopened). University of Cincinnati Libraries. Responsible for building library collections in English, comparative literature, linguistics and journalism and maintaining effective liaison with the faculty of the Department of English and Comparative Literature. Provides general reference and research assistance as well as instruction in library use. Receives general direction from the head, reference/bibliographic services department, and consults with the director of collections and information services. The department, with a staff of ten librarians and eight support staff plus student assistants, provides reference services and includes government documents. Members of the department are also responsible for collection development. The Central Library is a spacious, user-oriented building, three years old, housing collections in the humanities, social sciences, business, and education. The University of Cincinnati is a member of the Association of Research Libraries, the Center for Research Libraries, and is the recipient of an NEH challenge grant totalling $2 million. The city of Cincinnati is located in the hills of southwestern Ohio along the Ohio River bordering Kentucky. Qualifications: MLS degree from an ALA-accredited program and a graduate degree in English (ABD acceptable). One to three years of relevant professional library experience, reading knowledge of one modern European language in addition to English, and ability to communicate clearly, both orally and in writing, required. Ability to meet reappointment and promotion criteria established by librarians. Salary and rank dependent upon qualifications and experience. Minimum: $15,400. Please send resume with cover letter and names of three references postmarked by June 19, 1982, to: Sharon Tuffendasm, Libraries Personnel Officer, University of Cincinnati Libraries, 640 Central Library, Mail Location #33, Cincinnati, OH 45221. The University of Cincinnati is an affirmative-action/equal-opportunity employer.

CATALOG LIBRARIAN for library serving two colleges. MLS from ALA-accredited school, experience with OCLC cataloging, knowledge of LC classification required. Minimum salary $14,500. Position available July 1. Send resume and references by May 20 to: Jack Ray, Assistant Director, Loyola/Notre Dame Library, 200 Winston Avenue, Baltimore, MD 21212.

REFERENCE LIBRARIAN/BIBLIOGRAPHIC INSTRUCTION COORDINATOR. Work with other library faculty in further development and coordination of bibliographic instruction programs, general reference desk work, online information retrieval, collection development, and bibliographic control. Qualifications: MLS
from ALA-accredited school, plus MA or equivalent in life sciences and/or social sciences; five years' general reference experience in academic library; background to assess, develop, evaluate library instruction programs; strong commitment to public service and bibliographic instruction. Supervisory and online data services experience highly desirable. $20,000-$22,000 range. Faculty rank; 12 month tenure track appointment. Application should include evidence of specific qualifications and statement of philosophy of library instruction. Submit letter of application, resume, and names of three references by July 15, 1982, to: Hiram L. Davis, Director of Libraries, University of the Pacific, Stockton, CA 95211. EO/AA employer. Interviews at ALA in Philadelphia.

PROCESSING ARCHIVIST, R.W. Woodruff Library, Emory University. Available September 1, 1982. Responsibilities: plan, supervise, and participate in processing of manuscript and archival collections. Provide assistance in reference service and collection development. Specific duties include establishing processing priorities and procedures, supervising processing staff, maintaining processing manual. Minimum qualifications: ALA-accredited degree; formal archival training; strong background in history or literature, preferably American; 2 years experience in processing manuscript collections desirable; or equivalent combination of education and experience. Demonstrated ability to write, communicate, and work effectively with all segments of academic community. Salary and rank dependent on qualifications and experience; salary for beginning librarian not less than $13,500. Letter of application, resume, and names of three references, to: David E. Estes, Head, Special Collections Department, Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline June 11, 1982. AA/EO employer.
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