logging of Microcomputer Software and Video Games, Mankato State University, Minnesota. Credit: 2 graduate credits. Instructor: Nancy B. Olson. Contact: Library Media Education Department, Mankato State University, Mankato, MN 56001; (507) 389-6201.

25–29—Bibliographic Databases: Workshop on data management, library control, and use of computer-readable information will be offered as part of the Inter-University Consortium for Political and Social Research (ICPSR) Summer Program in Quantitative Methods of Social Research. It is designed for those who provide data services to users of social science materials. Fee: $350, waived for individuals from ICPSR member institutions. Contact: Carolyn Geda or Henry Heitowitz, ICPSR, Box 1248, Ann Arbor, MI 48106; (313) 764-2870.

25—August 5—Federal Libraries: The 11th annual Institute on Federal Library Resources, sponsored by the Catholic University of America School of Library and Information Science, Washington, D.C. Participants will be addressed by 25 directors of federal information programs and several membership association representatives. Contact: Spencer Cosmos, Dean of University College, Catholic University of America, Washington, D.C. 20064.

THE
CLASSIFIED
ADS

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 for others. Organizations submitting ads will be charged according to their membership status.

Fast Job Listing Service: A special newsletter for those actively seeking positions. This service lists job postings received at ACRL headquarters 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.

Rates: 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. Add $10 for ads taken over the phone (except late job notices or display ads) in proofreading. An additional $10 will be charged for ads taken over the phone (except late job notices or display ads) in proofreading.

Guidelines: Guidelines for 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.

Deadline: 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 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 typed copy of the ad to be used in placing and listing the order. Telephone orders should include a salary figure. Job announcements will be excluded to edit discriminatory references. Applicants should be aware that the terms faculty rank and status vary in meaning among institutions.

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

POSITIONS OPEN

ACQUISITIONS UNIT HEAD, Rensselaer Polytechnic Institute. A prestigious private university offering degrees in engineering, architecture, management, humanities, and social sciences seeks a librarian to head its Acquisitions Unit. Responsible for material budget of over $750,000. Performs budget, vendor and collection analysis and evaluation, local development of micropayments. Applicants will be expected to work closely with bibliographers on collection development and on the expansion of approval plan. Depending on qualifications, may serve as bibliographer in a subject area. Superior acquisitions operation reports to Head of Technical Services.

Requires ALA-accredited MLS; two years related bibliographic experience: ability to communicate effectively with faculty and students, good organizational abilities. Preference will be given to candidates demonstrating direct experience in academic library experience, familiarity with publishing in the technical disciplines, knowledge of domestic and foreign book trades; ability to use the techniques of management and library science to solve acquisitions and bibliographic problems; reading knowledge of foreign languages; computer literacy; sufficient academic achievement to qualify as bibliographer in an appropriate subject area; publications. Minimum salary high teens. This position is complemented by a competitive benefits program including advanced educational opportunities for candidates and family. To receive full consideration, applications should submit letters of application, resume, record of academic work, names and addresses of three references, and an example of recent professional writing. Address May 15 to: James C. Andrews, Library Director, Rensselaer Polytechnic Institute, Troy, NY 12181.

ASSISTANT GOVERNMENT PUBLICATIONS LIBRARIAN. Under the direction of the Head of the Government Publications Department selects, acquires, processes, and services government publications. Serves at the Government Publications Reference desk with a share of evening and weekend schedule. Provides bibliographic instruction and automated retrieval of government publications. The University of Miami Richter Library is a federal and state depository and has collections of FAC, UN, UNESCO, OECD, OAS, and British documents. Qualifications: ALA-accredited baccalaureate degree or equivalent. Prefer 3–5 years experience with government publications in an academic library experience with online database searching and experience in cataloging and government publications. Ability to communicate well with faculty, students, and colleagues. Interest and capacity for giving excellent reference service. Beginning salary range is $14,000 to $16,000. The 12-month faculty full-time appointment is available on January 2, 1984. Benefits include moving allowance, university assistance with housing financing, tuition remission, paid personal leave, partially paid insurance plans, one month vacation. Please send a letter of application, resume, and the names of three references before May 15 to: Ronald P. Naylor, Assistant Director for Administrative Services, University of Miami Library, PO Box 248476, Coral Gables, FL 33124; Tel: 305/284-4214. An EEO/AA employer.

ASSISTANT LIBRARIAN, Southern Arkansas University has a vacancy for an assistant librarian effective immediately. Applicants should hold the MLS degree and have three to four years experience as a reference librarian in a four-year college or university library. A more complete job description is available. Salary is commensurate with training and experience. Southern Arkansas University is an equal opportunity affirmative action employer. Applications will be

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ASSOCIATE OR ASSOCIATE UNIVERSITY LIBRARIAN. University of California, San Diego. Salary range: $24,500-$31,850. Available July 1, 1983. Under the general direction of the University Library, the Assistant/Associate University Librarian is responsible for all aspects of cataloging, including the selection and evaluation of cataloging systems for the University Libraries. The Assistant/Associate University Librarian has line responsibilities for the Central Library Cataloging and Microform Services. Reports to the Head, Cataloging and Serials Services. Salary $15,600-$18,000. Available: March 1, 1983. Applications accepted through May 15, 1983. Submit application, including resume and a list of references, to: The Search Committee, c/o Gustavo P. Serafin, The Library, S-257, University of California-San Francisco, San Francisco, CA 94143.

ASSOCIATE UNIVERSITY LIBRARIAN, Major academic health sciences library invites applicants for Associate University Librarian. This academic appointee is a top level administrative officer under the University Librarian with high responsibility in planning and management of a health sciences campus library. Duties: assists University Librarian in long range planning, responsible for personnel management, and serves as Associate/Assistant Librarian. The position is considered administrative. Salary range: $35,000-$45,000. Available: April 1, 1983. Submit letter of application, resume, and names of three references by May 16, 1983. Position available: July 1, 1983. Submit application, indicating salary requirements, to: Sharon J. Rogers, Library Dean's Office, Bowling Green State University, Bowling Green, Ohio 43403. An equal opportunity, affirmative action employer.

BUSINESS/SCIENCE LIBRARIAN. Visiting assistant professor will provide information services to users at main and science libraries. General and specialized reference service, instruction, and database searching. Required: ALA-accredited MLS. Minimum of two years successful experience in academic or large public library. Preferred: graduate or professional school coursework in business and/or sciences, and teaching or presentation experience. Salary: $14,500-$16,500. Available March 20, 1983. Contact: Peter Schanck, Director, Law Library, Green Hall, University of Kansas, Lawrence, KS 66045. Equal opportunity, affirmative action employer.

COLUMBIA UNIVERSITY LIBRARIES

Head of Access Services, Humanities & History

This position reports directly to the Chief of the Humanities and History Division and has primary planning and administrative responsibility for Butter Library Circulation, Interlibrary Loan, the Periodical Reading Room, the Microform Reading Room, and the Library Information Office. The Library Information Office is responsible for providing general information and issuing privileges to visitors and for blocking registration of students who incur fines or overdue books in any of the University Libraries. The Interlibrary Loan Office is the central ILL unit for the Columbia system, handling incoming as well as Columbia reader requests. The Microform Reading Room is the Libraries’ largest reading area for such materials and has systemwide responsibility for equipment inventory and maintenance. The Access Services Department has a full-time equivalent staff of approximately 45, including one professional librarian (ILL); three unit heads (Circulation, Information Office, and MRR/PRR), and four supervisors.

In addition to an accredited MLS, the position requires several years of relevant administrative and reader service experience in a large academic or research library and demonstrated ability to plan, coordinate, and implement new or improved service capabilities. Evidence of imagination, leadership, and demonstrated administrative abilities will be sought in all cases.

Submit application, indicating salary requirements and three references, to: Columbia University Libraries, Box 35, Butler Library, 535 West 114th Street, New York, NY 10027. Salary ranges for 1982-83 are: Librarian II: $24,500-$31,850; Librarian III: $27,500-$39,875. Deadline for applications is May 6, 1983.

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DIRECTOR OF CENTRAL TECHNICAL SERVICES
University of Minnesota Libraries-Twin Cities

The Director of Central Technical Services in the University of Minnesota-Twin Cities Libraries is responsible for administering the library's central processing programs and operations. Central Technical Services has three major administrative divisions—the Books and Serials Acquisition Division (which includes Gifts and Bloc Purchases, Bibliographic Data, Orders and Receipts, Secretarial/Typing, Special Orders, and Standing Orders sections); the Catalog Division (which includes Monographic Cataloging, Serials Cataloging, Copy Cataloging, and Catalog Support Services sections); and the Retrospective Conversion/RLIN Division.

Central Technical Services is responsible for processing most of the library materials added to the University Libraries collections. It has an annual operating budget of almost $2,000,000 and a staff of more than 85 FTE, including 24 FTE professional staff.

The Director of Technical Services has direct administrative responsibility for the department and is also responsible for coordinating the work of the department with the Directors of the public services departments (the Institute of Technology Libraries, Walter Library, and Wilson Library) for which CTS provides direct processing support. The Director of CTS is also responsible for coordinating University Libraries-wide processing with the Directors of the University Libraries departments which have their own technical services operations (the Bio-Medical Library and the St. Paul Campus Libraries). The Director of CTS is responsible for coordinating the University Libraries participating in RLIN processing programs (the University of Minnesota is a member of RLG and participates fully in its RLIN program), with OCLC processing programs (Minnesota is a tape-loading OCLC participant), and with the MINITEX (a state and regional library cooperative entity) processing programs. The Director of CTS is also responsible for administering the University Libraries Union Catalog and its retrospective conversion programs. Finally, the Director of CTS is responsible for quality control of the University Libraries bibliographic records and data base.

As Director of one of the seven University Libraries departments, the Director of CTS participates in library-wide planning and policy development.

Applicants for this position must have demonstrated skills in administration, planning, and interpersonal relations. They should have a sophisticated knowledge of most aspects of technical services within a major research library, as well as a knowledge of current major technical services issues and requirements—particularly standards, cooperative developments, and automation. They must be able to work effectively with other administrative officers, professional colleagues at Minnesota and in other libraries, and professional support staff. Adequate experience in a major research library is required, as is an MLS.

This is an academic-administrative appointment, which provides a full range of benefits. The salary, which is negotiable, has a minimum of $37,500.

The University of Minnesota is an equal opportunity educator and employer and specifically invites and encourages applications from women and minorities.

Deadline: Applications must be postmarked by May 2, 1983.

If interested in applying, please send letter of application, vita, and names of three references to Robert L. Wright, Personnel Officer, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455.
HEAD, ADAPTIVE CATALOGING UNIT. Manage, organize and coordinate all adaptive monographic cataloging and retrospective conversion in the physical and computer-based systems. Must be capable of overseeing existing DataPhase System and developing long-range plans for integrated automated system. Qualifications: demonstrated written and oral communication abilities. Knowledge of programming principles, successful experience in developing and maintaining automation and excellent interpersonal skills. Preference given to candidates with experience in library operations and systems. Appropriate academic degrees for appointment at Assistant or Associate Professor rank. Salary range $20,000-$30,000 for 12 months. An ALA-accredited MLS preferred. Starting date July 1, 1983. Deadline for application is May 1, 1983. Bowing Green State University is an equal opportunity, affirmative action employer. Send vita and three letters of recommendation to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include references and official transcripts by May 15, 1983. Salary: $18,000-$22,000 depending on qualifications. Salary includes a 12-day vacation. The position is subject to a 12-month review. The University has an AA/EO employer. Women, minorities, the handicapped and veterans are encouraged to apply.

HEAD, GENERAL REFERENCE. Northern Illinois University has an immediate opening for a qualified librarian to serve as Head of General Reference. MLS from an accredited library school required and at least 2 years experience in reference activity, training in online information retrieval and experience in bibliographic instruction in an academic library required. Duties include: direct and coordinate activities and process for building general reference collection, give reference service, coordinate online bibliographic searching and preparing instruction sessions. Salary $24,000 minimum for 12-month contract. Northern Illinois University is an equal opportunity, affirmative action employer. Send letter of application, a detailed resume, and three letters of recommendation by May 31, 1983, to: George Nennen, Personnel Librarian. Northern Illinois University, DeKalb, IL 60115.

HEAD, Music Library. Chicago Music Library, an integral part of the University of Chicago, is looking for a Music Librarian to develop, organize and maintain library and information services required by faculty and students in music education, establishing and maintaining collecting objectives and policies to assure the effective organization and preservation of collections; and exploring with faculty new approaches to information services, including the applications of audio-visual and computer based retrieval techniques. Qualification to an accredited MLS, requirements are at least 3 years of demonstrated successful administrative and/or supervisory experience, preferably in public services on a professional level; a comprehensive knowledge of music literature and collection development, including the ability to read music, and a commitment to public service objectives. Salaries range from $14,000-$17,500, attractive fringe benefits. Applicants must have experience in a major academic library and be eligible for Assistant or Librarian rank with a working knowledge of one Romance and one Germanic language. Salary range for 1982-83 are: Librarian II, $20,000-$25,650; Librarian III, $25,650-$31,000; Librarian IV, $31,000-$37,045. Excellent fringe benefits; tuition free tuition and assistance with University housing. This position is available on or about October 1, 1983. Submit resume, listing 3 references and three letters of recommendation to: Mr. Richard Paul, Administrative Assistant, Chicago Music Library, 553 West 114th Street, New York, NY 10027. Deadline for applications is May 15, 1983. An equal opportunity, affirmative action employer.

AIRWAY CIRCUIT PROGRAMS. Aesop has responsibility for coordinating and evaluating the overall library computer-based systems. Must be capable of overseeing existing DataPhase System and developing long-range plans for integrated automated system. Qualifications: demonstrated written and oral communication abilities. Knowledge of programming principles, successful experience in developing and maintaining automation and excellent interpersonal skills. Preference given to candidates with experience in library operations and systems. Appropriate academic degrees for appointment at Assistant or Associate Professor rank. Salary range $20,000-$30,000 for 12 months. An ALA-accredited MLS preferred. Starting date July 1, 1983. Deadline for application is May 1, 1983. Bowing Green State University is an equal opportunity, affirmative action employer. Send vita and three letters of recommendation to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include references and official transcripts by May 15, 1983. Salary: $18,000-$22,000 depending on qualifications. Salary includes a 12-day vacation. The position is subject to a 12-month review. The University has an AA/EO employer. Women, minorities, the handicapped and veterans are encouraged to apply.

HEAD, TECHNICAL SERVICES. Unique opportunity to move to library operation in a progressive and developing library. Duties include selection and coordination of library materials and user education as reference. Salary range: $14,000-$17,500. Aesop News, 10-1982.
ASSISTANT LIBRARIAN, Austin College. ALA-accredited MLS, plus teaching interest and skills. Duties: ILL, serials control project, cataloging, reference, and bibliographic instruction as assigned. Salary: $16,000 for 12 months or slightly higher for substantial relevant experience. Apply before May 1 by sending vita and library school placement file to: Anne H. Fuller, Vice President for Academic Affairs, Austin College, Sherman, TX 75909. An equal opportunity employer.

COORDINATING CATALOGER, AUTOMATED PROCESSING DEPARTMENT. Supervises operation of the section responsible for editing and input of cataloging data through OCLC to create records in the local online catalog. Trains, schedules, and revises the work of 10 support staff and 10-15 student assistants. Upgrades, enhances, and solves problems related to cataloging copy through application of AACR2 and LC classification and subject headings; serves as liaison with Catalog Department for resolution of cataloging problems. Compiles statistics and reports, and maintains procedure manuals. Responsible for operation of the department one or two evenings per week. Reports to the head of the department. Required: master's degree from ALA-accredited program, two or more years post-MLS cataloging experience, including substantial experience with OCLC or other bibliographic utilities; supervisory experience; ability to communicate effectively orally and in writing; ability to adapt to frequently changing environment. Desirable: reading knowledge of one or more Western European languages. Faculty are expected to meet University requirements for promotion and tenure, including research, publication and service. Salary: $15,600-$18,600. Apply by 30 April to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210. Include resume and names and addresses of at least three references. An AA/EOE employer.
Qualified women, minority, and handicapped persons, as well as others, are encouraged to apply.

EAST ASIAN STUDIES SPECIALIST, Visiting Assistant Librarian, Associate Librarian, or Librarian. (Temporary position, 14 months beginning July 1983). Responsible for selecting, maintaining and providing public services for the East Asian Collections, including selection and evaluation of collections, reference, maintenance of cooperative programs including gift and exchange agreements, liaison with the East Asian Languages Department. Qualifications: ALA-accredited MLS; ability to read and write fluent Chinese or Japanese; background in one or more areas of East Asian area studies; knowledge of foreign and domestic book trades. Salary dependent on qualifications and experience. Minimum: $20,000. Send letters of application to: Anne Rimmer, Personnel Officer, Indiana University Libraries, Bloomington, IN 47405; (812) 335-3403. Deadline for application: no earlier than April 30, 1983. Indiana University is an affirmative action, equal opportunity employer.

HEAD, COPY CATALOGING DEPT. Responsible for directing and coordinating work of Copy Cataloging Dept. in processing materials with OCLC and LC member-input copy. Formulates and interprets cataloging policies/procedures in consultation with division head and original catalogers. Interviews, selects, and evaluates staff. Position involves communication and interaction with other library areas, particularly in relation to online functions (acquisition, circulation, and proposed online catalog). Require ALA/MLS, minimum of three years cataloging experience, demonstrated supervisory and management skills, practical knowledge of OCLC or similar bibliographic utility. Generous benefits including retirement and insurance plans, state payment of 88% of Social Security. Faculty rank, 10.5 month contract year. Minimum salary $15,500 open May 1, 1983. For application, contact: Kristen M. Dahlen, Head, Personnel Operations, Texas A&M University Library, College Station, TX 77843. An AA/EEO employer.

MEDIA SERVICES LIBRARIAN, Wake Forest University Law Library. Requirements: MLS degree. Prior library experience and familiarity with audiovisual equipment, computer and WESTLAW or LEXIS desirable. Duties: primary responsibility for planning, coordinating, and supervising media and computer services which include management of student camera crews, scheduling and supervising videotaping of mock trials, appellate arguments, CLE programs, and coordinating the rendition of computer services to students, staff, and faculty. This position will include responsibility for developing, training, and orientation programs for computer instruction with the Director and coordinating the implementation of those programs with the Readers Services Librarian. Position will also involve some reference responsibilities, especially as they relate to the use of computer-assisted reference systems. The position requires a strong orientation toward automated research, learning, and word processing systems and a willingness and enthusiasm to learn more about such systems. Salary: commensurate with qualifications and experience. Available: July 1, 1983. Send letter of application, resume, references, and salary history to: Kenneth A. Zick, Director of Law Library, Wake Forest University Law Library, PO Box 7206, Reynolda Station, Winston-Salem, NC 27109.

PHYSICAL SCIENCES REFERENCE LIBRARIAN, Dartmouth College Library. Primary responsibilities include providing reference service, interlibrary loan, bibliographic instruction, and computer literature searching for students and faculty in the physical sciences. This position reports to the Physical Sciences Librarian in Kresge Physical Sciences Library, one of eight librarians at Dartmouth College. Candidates must have an ALA/MLS, academic
background in a physical science field, and experience with online systems for bibliographic retrieval. Experience in an academic science library preferred. Salary and rank commensurate with experience and qualifications, with a minimum salary of $15,000. Please send resume and names and addresses of three references to: Phyllis Jaynes, Director of User Services, Dartmouth College Library, Hanover, NH 03755, before April 30, 1983. Dartmouth College is an AA/EEO/M/F employer.

TECHNICAL SERVICES LIBRARIAN, Wake Forest University Law Library. Requirements: MLS degree. Cataloging and supervisory experience in an academic library preferred. Knowledge of AACRII, LC classification and subject headings, and OCLC or other network cataloging and acquisitions procedures. Duties: responsible for the cataloging and classification of all materials, supervision of staff assigned to technical services department, and training of staff in OCLC procedures using acquisitions, funding, and serials control subsystems. Assists law librarian in preparing budget, compiling statistics, and coordinating technical services operations with Readers Services Librarian. Salary: competitive. Available: July 1, 1983. Send letter of application, resume, references, and salary history to: Kenneth A. Zick, Director of Law Library, Wake Forest University Law Library, PO Box 7206, Reynolda Station, Winston-Salem, NC 27109.
Small Business Sourcebook
Part 1 profiles 100 popular small businesses, describing for each such information sources as educational programs, sources of supply, trade periodicals, consultants, and more. Part 2, a compilation of resources basic to small business in general, annotates nearly 1,000 books and periodicals and treats resources available from federal, state, and local governments, venture capital firms, trade and professional associations, etc.

Surveys, Polls, Censuses, and Forecasts Directory
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