

THE UNIVERSITY OF
NEW ENGLAND

DIXSON LIBRARY
HEAD OF
READER SERVICES

The University is seeking a suitably qualified librarian to administer the Reader Services Department of the Dixon Library.

The Head of Reader Services is one of three senior administrative staff in the Library at the level of departmental head, and is responsible to the University Librarian for the co-ordination and development of a range of services, including reader assistance and education, circulation, inter-library loans, computer-based searching and special services (embracing provision for such areas as external studies and special collections).

The University Library has a collection of more than half a million volumes and a staff of 64, of whom 33 (equivalent full-time) are in Reader Services. It operates the automated system VTLS, and the Head of Reader Services is involved directly in the recently introduced on-line public access catalogue.

Candidates should have a university degree and professional library qualifications, a record of administrative experience in an academic library, and demonstrated leadership and communication skills. Evidence of participation in professional and general university activities would be an advantage.

The successful applicant will be expected to commence duties in the Second Semester, 22nd July, 1985. The position is graded at Senior Librarian 3 (\$35,212-\$39,328) and the salary is adjusted in accordance with the N.S.W. Universities (Library Staff — Salaries) (State) Award.

Further information may be sought from the Staff Office. Informal enquiries may be directed to the University Librarian, Mr. Karl Schmude, (067) 73 2165.

CLOSING DATE: 18th June 1985.

POSITION No.: 474

Applications including the names and addresses of three referees and stating the position number should be sent to the Staff Officer, University of New England, Armidale, N.S.W. 2351, Australia, prior to the closing date. Applicants should forward a copy of this advertisement to their referees and ask them to send their reports direct to the Staff Officer, Mr B.G. Turner, marking their envelopes 'Private and Confidential' and quoting the position number, before the closing date so as to expedite the appointment process.

REGIONAL YOUTH
SERVICES LIBRARIAN

Dandenong Valley
Regional Library Service

Applications closing Wednesday, June 12, 1985 are invited for the post of Regional Youth Services Librarian. The Dandenong Valley Regional Library Service serves five municipalities with total population 245,000 through six Branch Libraries, three Bookmobiles and two Community/School Libraries. Total book stock is 260,000 of which a third are children's and young adult; 16 ethnic community languages are catered for; a video lending section has been established with strong emphasis on children; Datalibrary, a highly sophisticated library management system with acquisition and stock management function.

Duties: Planning and co-ordination of children's services promotion throughout the region; selection and stock editing of Children and Young Adult collections of the region in liaison with Branch Librarians and Youth Services Librarians; conduct of regular staff meetings; liaison with appropriate institutions, services, schools and organisations in view of promoting available library services to children in all municipalities; participate in the internal corporate management system of the DVRLS.

Qualifications: Degree and library qualifications together with extensive knowledge of children's literature and at least three years experience in children's librarianship.

Salary: Depending on experience and qualifications ranging from Librarian Class 2 Scale 235-276 \$21,491 — \$23,237 in accordance with the LGAO (Vic) award.

All applications in writing to **Regional Librarian, D.V.R.L.S., 411 Springvale Road, Springvale Vic 3171.**

Queensland Electricity Commission
'ELECTRICITY FOR QUEENSLAND'

LIBRARIAN
Up to \$27,515 P.A.
Brisbane

Responsibilities: The appointee will be required to manage the library service, formulate, recommend and implement library policy, provide reference and current awareness services, including on-line literature searching as well as acquire and catalogue new library materials.

Qualifications: Applicants must have a degree in an appropriate discipline (e.g. business, economics, science, engineering) and be eligible for professional membership of the Library Association of Australia. At least 3 years library management experience together with experience in automated library systems and on-line literature searching also is required.

Extensive experience in a special library as well as a sound knowledge of Dialog, Orbit, Ausinet and IP Sharp database networks would be an advantage. Cataloguing experience to the first level of AACR 11 and knowledge of the Dewey Decimal Classification Scheme is desirable.

Conditions: Salary on appointment will be up to \$27,515 per annum depending on qualifications and experience. General conditions are favourable and include a 36¼-hour week and a nine-day fortnight.

To apply: Written applications endorsed 'Confidential Applications' quoting position no. 4079, should include a full summary of experience, verified copies of qualifications, proof of age and personal details (including a telephone contact) and lodged by Friday, 7 June 1985 with:

The Senior Recruitment Officer,
Queensland Electricity Commission,
GPO Box 10, Brisbane. Q. 4001.

N.B. If desired, application forms are available from the above office.

ERGONOMIC FURNITURE
SURVEY

The LAA is currently compiling details of libraries which have purchased ergonomically designed furniture and I would be extremely grateful to receive information about such purchases. Specifically I would like to know:

- The type of furniture purchased (including brand name).
- The areas in which it has been used.
- The factors which were taken into account before a decision was made to purchase the furniture (ie. why was the particular type of furniture selected).
- Whether the furniture has proved to be satisfactory.

I would also appreciate catalogues and/or pictures (slides or prints) of the furniture purchased if these are available.

The information can be sent to me at LAA House, 376 Jones St Ultimo 2007. It will be kept on file and made available to libraries interested in purchasing ergonomic furniture.

Louise Lansley

Industrial Information & Research Officer

INDEX TO NORTHERN TERRITORY NEWSPAPERS

For several years the Darwin Institute of Technology Library has been compiling an index to selected Northern Territory newspapers. It is available online through the Institute's Datatrieve information storage and retrieval system; parts of the index are also available on cards and in printout form.

The chief newspaper indexed is the *The Northern Territory News*, which has been indexed from 1 Jan. 1978 to date. Following the disastrous fire at the National Library, the Australian Bibliographic Network was unavailable for a month, so this time was used to index the *N.T. News* for Jan.-March 1985 and most of Dec. 1984, directly online.

Some other papers have also been indexed:

the *Darwin Star* and *Alice Springs Star* from 1 Jan. 1978 to 1980, and the total file of *Bull's Eye* (Alice Springs, 1965-68). A current project is to index the *Northern Territory Times and Gazette* from Nov. 1873 to 1932.

Subject headings are based on the Library of Congress list, though not identical.

Details of most aspects of Territory life, especially since 1978, are available on this index. Even if a person or event was mentioned in the news once only, there is likely to be a reference.

Details are available from the Special Collections Librarian, Darwin Institute of Technology, P.O. Box 40146, Casuarina, 5792, phone (089) 20 4193.

SAZTEC

RETROSPECTIVE
LIBRARY
CONVERSIONS

SAZTEC are the leaders in retrospective library conversions. Whether your conversion begins with a catalogue or shelflist, SAZTEC offers a complete management service and will provide a machine-readable bibliographic file to suit your requirements. SAZTEC uses records from recognised Australian and International sources, and can provide data to AACR2 specification in any national MARC format, or a format of your choice. Authority control is also available. SAZTEC conversions are managed by a professional librarian with extensive experience in automated library systems.

To discuss your conversion project contact:

Chris Dowd
Saztec Australia Pty Ltd
(02) 438 3088