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Professional Vacancies

Committee on East Asian Libraries

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PROFESSIONAL VACANCIES

Princeton University Libraries

Position: Chinese Bibliographer

Responsibilities: Under the general supervision of the Curator, is responsible for the selection, development, and maintenance of Gest Oriental Library's Chinese language and western language materials; monitors a yearly acquisitions allocation of over \$100,000; provides bibliographic and reference assistance and instruction for students and faculty members including the interpretation of complex bibliographic records in automated and manual systems. Responsible for Chinese acquisitions and gifts and exchanges; depending on the successful candidate's training and interests, responsibilities will include cataloging, administration, rare book preservation and research, computer applications, indexing, bibliographic work, etc.

Qualifications: MLS degree from ALA-accredited library school or minimum of three years of experience in a large research library collection, including administrative and supervisory experience and bibliographical / reference work. Expert knowledge of Chinese, including classical Chinese; advanced degree or knowledge in Chinese studies including a complete familiarity with traditional Chinese learning. Some knowledge of Japanese and one modern European language in addition to suitable English. Demonstrated ability to work and interact effectively with library administration and staff, faculty, and students essential, as well as in such national organizations as RLG. Desirable qualifications include knowledge of the publishing industries and book trades for Chinese materials, reference, collection development, automated systems and microcomputers.

Salary and benefits: Salary dependent upon qualifications and experience. Benefits include twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Applications should include: Send applications, resume, and the names, titles, addresses, and phone numbers of three references to be contacted.

Apply to: Chinese Bibliographer Search Committee, c/o Maria Gopel, Personnel Librarian, Princeton University Libraries, One Washington Road, Princeton, NJ 08544.

By: September 1, 1989.

Princeton University is an equal opportunity/affirmative action employer.