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## Professional Vacancies

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## PROFESSIONAL VACANCIES

### **Curator and Head Librarian, East Asia Library, Stanford University**

The Curator will be responsible for all aspects of the management of the East Asian Library at Stanford University. Responsibilities will include: collection development; reference, bibliographic instruction and public services; technical processing; strategic planning both for the East Asia Library and in conjunction with the Area Studies Resource Group; introduction of digital services and development of the library web page; donor relations; and supervision of staff.

Requires and M.L.S. from an A.L.A.-accredited program or equivalent in training or experience and an advanced degree, preferably a Ph.D., in an appropriate field in East Asian studies. Fluency in either Japanese or Chinese and competency in one or more additional East Asian language (Chinese, Japanese or Korean) is required. Active participation in appropriate professional associations is expected. Candidate must possess strong leadership capabilities, including demonstrated supervisory experience in a university or research library. Strong problem-solving and team-building skills are essential, as are superior oral and written communication skills.

Please email resume, cover letter, and the names, addresses, email address, and telephone numbers of three references, indicating Req # 000872 to [resumes@resumix.stanford.edu](mailto:resumes@resumix.stanford.edu), or fax in fine mode to (650) 723-6118. Applications will be reviewed beginning June 1, 2002, but will be accepted until the position is filled. For information on this and other positions, see us on the Web at <http://www-sul.stanford.edu/depts/humres/job.html> and <http://jobs.stanford.edu>. Stanford University is an Affirmative Action/Equal Opportunity Employer.

### **Korean Studies Librarian, C.V. Starr East Asian Library, Columbia University**

The C. V. Starr East Asian Library at Columbia University seeks a librarian with strong Korean studies and cataloging skills to manage the Korean collection, including collection development, reference services, cataloging, and preservation. Reporting to the Director, the incumbent will evaluate the Korean collection to ensure that it supports the Columbia curriculum and research needs of faculty and students, consulting with them and formulating acquisitions policy. Responsibilities include formulating and supervising approval plans, selecting for firm orders, and monitoring the annual materials budgets. The position also provides complete original cataloging for monographs, serials and serial analytics in the Korean language, contributing NACO records and inputting original records into the RLIN database. The incumbent will provide reference service for the Korean collection including general reference duties, providing instruction and database services, and creating online Korean sources of information. This position supervises one support staff member who performs auxiliary cataloging and acquisition duties.

Requirements are: accredited MLS or equivalent; knowledge of the fundamentals of as well as trends in Korean studies and publishing; knowledge of bibliographic control including AACR2 cataloging rules and LC subject headings and classifications; familiarity with computer databases

and electronic resources in Korean studies; and bilingual fluency in Korean and English. Knowledge of Classical Chinese is highly desirable.

Salary ranges for the position are: Librarian I: \$40,600 - \$50,750; Librarian II: \$42,600 - \$57,510; Librarian III: \$45,600 - \$68,400; Librarian IV: \$50,600 - \$73,370. We offer excellent benefits including assistance with university housing and tuition exemption for self and family.

One of the world's leading research universities, Columbia provides outstanding opportunities to work and grow in a unique intellectual community. Set in the Morningside Heights academic village, Columbia also presents the unmatched dynamism, diversity and cultural richness of New York City. The University Libraries, grounded in collections of remarkable depth and breadth, are also building extensive electronic resources and services. The Libraries at Columbia are committed to collegiality, professionalism, innovation and leadership.

Please send a resume, listing names, addresses and phone numbers of three references, to Gail Anderson, Human Resources Office, Box 18 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Cover letter must specify Job Search # UL 70101039 and include your e-mail address. Applications will be accepted until the position is filled.