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Message from our CEO

Hi everyone! It is hard to believe it's already August, and school is just around the corner. It has been a good summer for us at LAC so far — but like everyone else we all are reading the news and worrying about the future and the ailing economy! Having seen the latest unemployment figures, we keep a watchful eye on jobs, but much to our surprise—and delight— we have a healthy number of **new positions** for your consideration! In addition we have some news about our employees who are on location throughout the United States on assignment. Although we are a recruiting firm, as many of you may know, LAC is also an employer, with over 200 librarians, archivists, technicians and other information workers on our payroll. In order to keep you all apprised of the many achievements and activities of our employees, with this issue we included some LAC news about who is doing what and where.

All us at LAC hope you enjoy the rest of your summer — stay cool and check out our sites— [LAC](#) and [LibGig](#). As always send us your comments, questions and critiques.

A handwritten signature in black ink that reads 'Deborah Schurz'. The signature is written in a cursive, flowing style.

LAC NEWS

LAC & Bridgeborn, Awarded 5-year Contract for the USAID Knowledge Services Center

LAC, with our partner Bridgeborn, was recently awarded a five-year contract for the U.S. Agency for International Development's Knowledge Services Center. LAC and Bridgeborn have been operating the KSC, consisting of library, comprehensive research, learning resource center, and knowledge management services; the new contract also incorporates USAID's Development Experience Clearinghouse. Thanks to the hard work of our staff, the LAC-Bridgeborn team beat some pretty stiff competition. Congratulations to all -- Karen White, Library Team Lead; Christina Blumel, Research Team Lead; Sarah Lane and Sandra Kong, Researchers; Sean Crumley, Systems Librarian; Charlotte Gavin, Technical Services Librarian; Fatmata McCormack, Learning Resources Center Librarian; Mike Trufanow, Interlibrary Loan Specialist; and Andrew Wahl, Electronic Resources Librarian.

You can see all of our USAID open positions below in the "Featured Jobs" section.

LAC Employees at NASA Goddard Space Flight Center Recognized For Excellent Work

Bridget Burns, Collections and Outreach Librarian, and **Charles Early**, Engineering Librarian, LAC employees at the NASA Goddard Space Flight Center in Greenbelt MD, were recognized for their excellent work, at a recent awards ceremony. Charles received a Contractor Excellence Award for his exemplary reference and research services. Bridget received a Contractor Innovation Excellence Award for her efforts launching a pilot for the MyLibrary e-book service.



LAC Staff Recognized For Excellent work at Montgomery College Library

LAC staff recently completed a 3,000 plus item retrospective conversion for the Montgomery College Art Library in Takoma Park, Maryland, on June 30th, and they just received mention in the College's Newsletter. We would like to add our kudos to the LAC staff: **Matt Newton** (on-site supervisor), **David Goldberg** (cataloger), **Constance Ojo-ade** (cataloger), **Pablo Medina** (Library Tech), and **Muhammad Arefin** (Library Assistant). They all did an excellent job and completed the project on time and with a less than 1% error rate!



LAC Remains Strong Presence at the Library of Congress



Recently, we won additional contracts and now LAC has 35 employees at the Library of Congress (LC)! In the LC Law Library, LAC has employees working in the reading room at the circulation desk and as reference librarians. On the technical side, LAC employees provide loose leaf filing, pin and link law materials to the catalog, and inspect the Voyager ILS Database. At Congressional Research Service (CRS), the Development Office, HRS Worklife Services, and at special events, our receptionists greet the public, library staff, and Members of Congress. In the Regional and Cooperative Cataloging Division (RCCD), our library technicians create new bibliographic records in multiple languages. Welcome everyone!

Tulane Libraries Recovery Project Quickly Moving Toward Goal

LAC delivers big with over 25,000 items returned to the Tulane Library since March. LAC has a large team in place now staffing the Tulane Libraries Recovery Center. The LAC staff is divided into three teams under the guidance of Project Manager, Del Hamilton. All of the materials that have been restored have now been returned to the Center by the Belfor Company. In addition, countless boxes of gift items have now been moved to the Center from Tulane's campus. The Cataloging Team and Processing Team recently completed 2,300 Art books that were gifted to the University. They are currently working on cataloging music gifts including books, scores, and compact discs. The Processing and Shelving Team, led by Processing Supervisor, Matthew Pierce, is quickly moving toward a goal of returning the damaged and restored Music



Collection to the library by the end of August. To date, 25,000 music items have been reinstated back to the library. Once that task is completed, the team will move to working on other restored materials including Government Documents. The Archives Team, led by Team Lead, Melissa Smith has begun the huge task of re-boxing materials damaged by Katrina. Undamaged items were recently moved from Tulane's campus to the Recovery Center in order to allow them to be merged back with the restored materials. The team has focused on the Angela Gregory Collection as the initial collection to be handled fully. Brief records are being created in the library's catalog to inventory the special collections materials. The entire LAC staff based at the Recovery Center is truly excited about being a part of the recovery efforts.

LIBGIG NEWS

We are a month into our beta test stage of LibGig and we're thrilled to report on our progress and tell you about some upcoming features. First off, we are proud to have hit the 500 registered user mark, and we accomplished this mostly through word of mouth. Our numbers have been steadily rising since our launch and we now average around 300 unique visits a day!

Our stories have covered a range of interesting topics in a number of distinct areas of interest: Our Top Ten lists continue, we have covered the waning job market, emerging trends in career development and workplace issues and queries.

Our rapidly expanding Career Q & A has tackled a host of issues, from resume help to First Job questions, from mid-career transitions to ethical queries. In addition, our unique blogs come from 4 different perspectives -- from student to librarian-as-a-second-career, from technophile to government archivist.

As we are still in test phase, many changes and advancements are due over the next two months.

Coming soon to LibGig:

- We will feature a series of stories on Emerging Industry Leaders
- We will be taking a look at the dissemination of public and political information as it relates to the presidential campaigns
- Our schools section will be upgraded with further details on courses, descriptions of school life, school organizations, faculty, student and alum profiles and much, much, more.

If you haven't checked it out, please do! You need not sign up, just browse the site and check out the options. If you like it, send me a note; if you think we need work, even better!

I'd be delighted to hear your suggestions, your notes, your observations, your criticisms. There's a lot to be done, and we are relying on you, our backbone, to help us make this the best and most unique site this industry has ever seen.

I can be reached at gabe@libgig.com . I look forward to hearing from you!

Gabe Geltzer

UPCOMING EVENTS

- [Illinois Library Association](#)
(September 23-26th) – Navy Pier, Chicago
LAC will be exhibiting, but we don't have our booth number yet, so stay tuned to our next newsletter. Our President & CEO, Deb Schwarz, and our VP of Recruiting, Keith Gurtzweiler, will both be attending this year.
- [\(ASIDIC\) Association of Information and Dissemination Centers Fall Meeting](#) (September 14th -16th) - Salem, MA
Sayan Bhattacharjee (Sayan@libraryassociates.com), LAC's VP of Business Development, will be participating at a Service Panel discussion about how information services have evolved over the past several years.
- [\(UNYSLA\) Upstate New York Chapter of the SLA Fall Meeting](#)
(September 26th) - Bausch & Lomb Public Library, Rochester, NY
Join the Upstate New York Chapter of the Special Libraries Association for the Fall 2008 meeting. The workshop will be titled, "Communicate and Collaborate: Practical Uses of Interactive Technologies" and participants will learn how to tailor the use of Web 2.0 interactive technologies to their needs and the needs of their users. Our Recruiter, Kathleen Schmidt (Kathleen@libraryassociates.com), will be attending. If you will be attending and would like to meet up with her, feel free to send her an email.

FEATURED JOBS

NOTE: When applying for any position, please include the JOB TITLE and JOB ID # as the subject line of your email and send your resume and cover letter to jobs@libraryassociates.com.

To view full job descriptions for any position please click on the job title which will take you to a separate page or you can browse all of our open positions at:

<http://www.libraryassociates.com/searchjobs.html>

Library Associates Companies (LAC) has been retained by the County of Los Angeles to recruit experienced and dynamic candidates for two of their positions, [Assistant Director of Public Services, Library \(#991\)](#), and [Assistant Library Administrator of Technical Services \(#992\)](#). To apply for either position, please send your resume and cover letter to Deborah Schwarz and Keith Gurtzweiler, at jobs@libraryassociates.com, with the job title as the subject line of your email. The full brochure for each position can be found on the County's Human Resources page at the following URL's:

[LA County - Assistant Director Public Services](#)

[LA County - Assistant Library Administrator, Technical Services](#)

Cleveland Public Library Director (#1005) — LAC and Miriam Pollack + Associates (MPA) is working with the Cleveland Public Library (CPL) to find a new Director. The Cleveland Public Library is looking for a **Library Director** to lead its main library and 28 neighborhood branches. The Library is in an enviable financial position, having just passed a five-year operating levy with a 65% approval by the Cleveland voters. In place is an independent-governance structure with a strong and diverse Board, supported by Cleveland Mayor, Frank Johnson. CPL is the nation's third-ranked research library. The Greater Cleveland area is a superior community in which to live with many cultural and recreational amenities. If you have an interest, please send your resume to the attention of Miriam Pollack, c/o Patty De Anda (LAC) at, jobs@libraryassociates.com. Please include "CPL Library Director" as the subject of your email.

USAID Contract Positions: We have thirteen (13) available positions so please take a look at each description below. All candidates **MUST** be U.S. Citizens and must have or be able to obtain Secret Clearance. Our ideal candidates will have knowledge of the issues in the international development field.

- **2 Catalogers (#1016)** to work under contract for the USAID Library in Washington, DC. The Catalogers will provide cataloging and taxonomy support to USAID's Knowledge Service Center and document repository. We are looking for someone who has experience or has at least had exposure taxonomies and thesaurus construction and maintenance. This is an ideal position for a recent MLS graduate who is knowledgeable about taxonomy, thesauri, and keeps abreast of web-based tools.
- **Document Analyst I (#1011)** to work under contract for the USAID Library in Washington, DC. The Analyst will screen candidate documents for inclusion in the system, scanning, word processing and handling the electronic document management technologies. Our ideal candidate will have experience with scanning and document conversion, be technologically savvy, and be flexible and adaptable to change.
- **Document Analyst II (#1025)** to work under contract for the USAID Library in Washington, DC. The Analyst will be evaluating materials, scanning, word processing, and handling the electronic document management technologies. Our ideal candidate will have knowledge of the issues in the development field and experience in assessing and evaluating information, have experience with scanning and document conversion, be technologically savvy, and be adaptable to change.
- **Knowledge Management Analyst (#1015)** to work under contract for the USAID Library in Washington, DC. The Knowledge Management Analyst works to refine the KM strategies and to improve the fundamental usability of information and knowledge within and across USAID's multifaceted communities. Responsibilities include, Coordinating the development of taxonomies, evaluating expertise locator systems, and analyzing and resolving any difficult policy and planning issues.
- **Information Architect (#1002)** to work under contract for the USAID Library in Washington, DC. The Architect would be responsible for supporting a community of

webmasters, developing an inventory of websites, and helping to establish website norms and guidelines. This position is based in Washington, DC.

- **Writer/Editor/Electronic Publisher (#1014)** to work under contract for the USAID Library in Washington, DC. Our ideal candidate will be familiar with RSS, blogs, wiki's, html, MS Publisher, Adobe Photoshop, and PageMaker. Responsibilities include editing, re-formatting, the bi-weekly acquisitions report newsletter, and existing outreach publications. Bachelor's degree in journalism, English, international relations or related field or four years of equivalent experience; Three years of demonstrated experience in editorial and electronic publications, e.g. CD ROM, Internet, desktop publishing.
- **Software Engineer (#1013)** to work under contract for the USAID Library in Washington, DC. Bachelor's degree in computer science, information management, information science, or related degree or four years of equivalent experience; Demonstrated experience in user needs analysis, systems design, and system testing using industry accepted techniques for debugging, fixing and improving applications throughout their development life-cycle.
- **Web Applications Developer (#1012)** to work under contract for the USAID Library in Washington, DC. Bachelor's Degree (senior and mid-level) in international relations, political science, information science, English or related degree or four years of equivalent experience; Demonstrated experience in website design, electronic Internet communications and computerized information services; Demonstrated experience with dynamic website design, development and management; HTML/web editors; other Internet-related WWW software, and graphics preparation packages.
- **Electronic Dissemination Technician (#1010)** to work under contract for the USAID Library in Washington, DC. The Electronic Dissemination Technician performs on-demand document delivery and related customer service functions for clearinghouse users. Qualifications include: Five years work experience in the document and information handling field; Demonstrated experience with personal computer databases, list management, spreadsheet, word processing, Internet browser and search engine applications; Demonstrated experience and knowledge of library and text/document management databases software. Previous experience in international development and foreign assistance programs through education or experience is preferred.
- **Development Communications Specialist (#1009)** to work under contract for the USAID Library in Washington, DC. Qualifications include: Bachelor's degree, preferably in international relations or related field or four years of related experience; Demonstrated experience with on-line information systems, Internet searching, and other electronic telecommunications and information systems; Demonstrated knowledge of database software, access systems, and Internet search engines; Foreign language skills, preferably Arabic as well as French and/or Spanish are desirable; Demonstrated experience in the international development field is preferred.
- **Knowledge Management Analyst (#1015)** to work under contract for the USAID Library in Washington, DC. The KM Analyst works to refine the KM strategies and to improve the fundamental usability of information and knowledge within and across USAID's multifaceted communities. Responsibilities include: Coordinating the development of taxonomies; Evaluating expertise locator systems; Analyzing and resolving difficult policy and planning problems or issues; conducting special studies as required.

- **Database Applications Development Specialist (#1008)** to work under contract for the USAID Library in Washington, DC. The Database Applications Development Specialist produces database models, Internet browser-based routines and creates user-specified applications. Qualifications include: Bachelor's degree in computer science, information management, information science, or related degree or four years of equivalent experience; Four years of demonstrated experience in relational, statistical, library, textual, document and content management database application design and administration and Internet-related WWW software; Demonstrated knowledge of operating systems; Demonstrated experience in personal computer programming and analysis in a client-server and/or .net environment including Delphi or C++/C# and MS SQL application development and administration.
- **Computer Support IT Specialist (#1007)** to work under contract for the USAID Library in Washington, DC. The Computer Support IT Specialist supports the clearinghouse LAN, WAN and telecommunications links as well as configuring and maintaining hardware and software used in the IT-related functions of clearinghouse operations. Qualifications include: Bachelor's degree in computer science, information management, information science, or related degree or four years of equivalent experience; Extensive demonstrated knowledge and application of a variety of PC operating systems, software packages, and utilities; Demonstrated ability to configure, setup, repair, and maintain equipment such as scanners, printers, document servers, CD-R/W devices, tape backup systems; Three years of recent experience in Novell, CISCO, and MS skills with accompanying certifications.

Assistant Librarian (#1029) in a law firm in Los Angeles. Ideal candidate will be able to work in a fast-paced law firm environment, assist with reference requests in the afternoons, and help perform both professional and paraprofessional work. This position reports to the Head Librarian. Hours are Monday - Friday 9:00 - 5:30.

Law Library Assistant (#1027) for a law firm located in Beverly Hills, California. This is a long-term temporary position for 8 hours per week. Candidate can work one whole day or two half days. Hours are during business hours. Responsibilities include: loose-leaf filing updates, general maintenance of the law library and other duties as assigned. Our ideal candidate will have excellent customer service skills, be able to work independently, and have previous law library experience, particularly with loose-leaf filing. One year of college is preferred.

Technical Librarian (#1026) for a permanent part-time position (20 hours per week) with a large multi-national corporation in Houston, Texas. The Technical Librarian will be responsible for all library-related duties and oversee the library facilities and services. MLS / MLIS from an accredited ALA institution or equivalent professional experience and previous experience in the Petrochemical Industry or a closely related field.

4 Part-time Library Clerks (#1023) to work on a temporary reclassification project at a global energy company located in Houston, TX. This position will work part-time, approximately 3 days per week, for a period of 4-8 weeks. The primary responsibility of the position is to conduct a shelf inventory of approximately 25,000 items working off a printed shelf list, while taking notes in two teams of two. Previous experience working in a library setting required, corporate work experience is a plus; Knowledge of library shelving and classification standards is preferred.

[Legal Cataloger \(#1022\)](#) to work on a cataloging & serials check-in project for in Washington DC. This is part of a proposal we are bidding on and this person will report to LAC's manager of cataloging. It is anticipated to begin in late August and finish around the end of the year (approximately 4 months) and we are looking for a candidate with strong technical services skills in addition to knowing serials and cataloging in a legal or law firm environment. Qualifications include: MLS/MLIS or equivalent professional experience, 3-5 years of experience working in a legal environment with serials and cataloging, experience using Voyager ILS, additional ILS experience preferred; Previous experience using OCLC with Connexion Client; Knowledge of LC classification; Must be familiar with OCLA, MARC field tabs and AACR2rev.

[Research Associate \(#1018\)](#) to conduct data analysis, content development and client relations for a prestigious professional services firm in Waltham, MA. The ideal candidate will thrive in a highly collaborative environment; possess excellent quantitative and qualitative analytical skills, flexibility and enthusiasm. Two to five years experience in corporate governance a plus. Exceptional opportunity with competitive salary and benefits.

[Library Assistant \(#1017\)](#) to work in prestigious law firm in Manhattan, NY. The Library Assistant will support the Library Manager in managing the collection, including print and electronic resources, and providing/maintaining Inter-library loans, scanning and photocopying items upon request and responding to informational requests. College degree and experience working as library technician or clerk in a library, preferably a law library. Experience with legal literature, including loose-leaf filing, as well as knowledge of Integrated Library Systems (ILS), specifically the catalog and circulation modules highly desirable.

[Newspaper Researcher \(#1028\)](#) to work on a short-term temporary 3-week project in the Los Angeles area. The job entails going to local libraries to research older articles from locally published newspapers, on micro-fiche, and making copies of subject specific articles. Our ideal candidate will have previous research experience and have their MLS Degree.

[Legal Information Analyst \(#1001\)](#) to be included in our proposal for a one year contract position with a prestigious government law library in Washington, D.C.. This position requires the selected candidate to analyze, develop summaries and assign thesaurus terms in English to US federal laws and other legal and legislative instruments, including but not limited to federal statutes, treaties, court decisions and legislative records. We are looking for an experienced legal analyst who has completed law school (JD) and is a proficient legal writer, editor, and/or indexer to prepare all required metadata, including writing legal summaries and assigning thesaurus terms, to US federal legal instruments.

[Library Technical Services Manager \(#1000\)](#) on behalf of our client, a prestigious law firm in Washington, DC. This is an exceptional opportunity for flexible and team-oriented information professional with superior interpersonal skills. Very competitive salary and benefits. This position is in Washington D.C.

[Cataloger / Taxonomist \(#997\)](#) to work at a large firm in Downtown Los Angeles. The Cataloger will be a core part of the Research Publications team in the Research Library and will perform daily cataloging of Investment Research as well as the development, maintenance, and application of taxonomies / vocabularies used for cataloging.

[Legal Reference Librarian \(#990\)](#) for temporary assignment in law library of a prestigious government agency in Washington D.C. Ideal candidate will have an MLS and at least two

years of legal research and reference focused on government materials; JD negotiable depending on other qualifications. Working hours will be 8:00 am to 5:00 pm three to five days per week. Position is available immediately and will last through the end of September 2008 with the possibility of contract renewal.

[Licensing Manager \(#963\)](#) on behalf of our client, a prestigious international scientific publisher of books, journals and electronic media based in New York, NY. Licensing Manager will work under the direction of the Sr. Licensing Manager of Library Sales as part of the Academic Licensing Team. This is an outstanding career opportunity for a highly-motivated library sales professional with proven ability to meet customer needs and sales objectives. 50% travel required. Excellent compensation and benefits.

[Research Services Supervisor \(#974\)](#) on behalf of our client, a prestigious law firm library in New York, NY. The Research Services Supervisor has primary responsibility for supervising the New York Library and Library Staff, including: Managing and providing leadership to New York Library staff, overseeing day-to-day operations in the New York library, overseeing reference and research conducted by the New York library staff, including reference, on-line research, interlibrary loan and document delivery. Qualifications include: Must have an MLIS and 3 - 5 years of law library experience, both performing research and supervising small professional-level staff. JD is a plus.

Library Associates Companies
Recruiting Team

Email any questions or comments to Patty De Anda, pdeanda@libraryassociates.com