



December 2008

Letter From Deb Schwarz, CEO



Happy holidays to everyone! Despite the predictions of more job losses to come in 2009, we are looking on the bright side at LAC. We have not yet slowed down and continue to work with employers and clients on both recruiting and staffing assignments. Some of these assignments may involve interim staffing needs because even when companies shed their own employees the work must go on somehow. We predict that after the dust settles and the holidays are over, there will be increasing demand for temporary employees. If you are out of work now, or anticipate being laid off in the coming months, please continue to stay tuned through our newsletters and website. We urge you to be flexible and open to all possibilities that may come your way.

Our sister site, LibGig posts jobs for others besides our own LAC jobs, and we encourage you to sign up for those [job alerts](http://libgig.com/whoshiring) (<http://libgig.com/whoshiring>). If you have already signed up, we have a very active [Twitter](http://twitter.com/libgig_jobs) network (http://twitter.com/libgig_jobs).

Our initiatives in 2009 include an active presence at graduate school library & information science programs. We believe strongly in helping to foster & mentor students who are pursuing degrees as information professionals. We want to help our industry grow and prosper through lending our support and guidance on career counseling and job trend forecasting, among other things. Watch for the new design of LibGig in January 2009, it will include a searchable resume database and consultants marketplace.

Every year LAC gives holiday parties and gifts to employees and clients. This year we are focusing more on giving to organizations that can help everyone rather than holiday parties that come and go. Owing to our work in New Orleans with Tulane University and to the many employees and projects we have in Washington D.C., we gave generously to the following organizations with the hope that our dollars will do some good.



[Preservation Resource Center of New Orleans](#)



[Capital Area Food Bank](#)

What can we do for you? Write to us at info@libraryassociates.com, and let us know how we can be of service to you. Thanksgiving is past, but let's not forget to give thanks for what we have in this holiday season, and hope for the very best in the coming year! With best wishes from all of us at LAC & LibGig.

Deb Schwarz, dschwarz@libraryassociates.com

FEATURED JOBS

NOTE: When applying for any position, please include the JOB TITLE and JOB ID # as the subject line of your email

To view full job descriptions for any position by title or job ID number, please visit our Jobs Page at

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

LOUISIANA

Permanent Positions at Tulane University

Looking to work in a dynamic, non-traditional and team-oriented academic environment? Here is your opportunity to work at one of the country's most highly regarded private research Universities in one of our nation's historic cities. We have several permanent positions available at Tulane University in New Orleans. Tulane was named by Kaplan/*Newsweek's* college guide as one of the 25 "Hot Schools" in the nation in 2008 and was just ranked one of America's "Best Colleges" in *US News & World Report's* just released 2009 list. The following four positions are located in uptown New Orleans near the historic Audubon Park. The uptown campus sits on 110 acres and is known for its many live oak trees and architecturally historic buildings. *Take a look at our available opportunities below -*

Head of Cataloging (#1085) is responsible for overseeing all cataloging functions for the library. The librarian will also develop expertise with emerging technologies and lead and/or participate in innovative library projects. Please email resume to Keith Gurtzweiler at, keith@libraryassociates.com

Head of Music & Media (#1083) will work within the Public Services Division. The Librarian will play a key role in the Library's efforts to rebuild its world-class music collections, which were heavily damaged by Hurricane Katrina. Please email resume to Brad Rogers, brogers@libraryassociates.com

Head of Acquisitions (#1082) The Librarian will oversee acquisitions functions for a library with an annual materials budget of approximately \$6 million. Please email resume to Joanne Schwarz at, jschwarz@libraryassociates.com

Web Services Librarian (#1086) takes overall responsibility for the Library's main website. The Librarian will be supervising a full-time web programmer, coordinating digitization projects, and setting standards for the creation of content and metadata. Please email resume to Brad Rogers, brogers@libraryassociates.com

Contract Positions for Tulane Library Recovery Project

We are in the middle of our project to help rebuild part of Tulane's Library collection, which was heavily damaged by Hurricane Katrina. We are continually growing our team and are currently looking to add several staff, who will play a key role in the Library's efforts to rebuild its collection. We are looking for team-oriented and energetic people to join us. This is an ongoing project that is anticipated to last 1-2 years. Do you know a recent graduate who wants to get their foot in the door? Someone who wants to get more library experience? Let them know about these opportunities! Contract positions currently available:

Library Clerk (#1121) to process print and non-print cataloged library materials, print and affix spine labels, apply barcodes and other end duties as required. Please send resume to jobs@libraryassociates.com

Library Assistant (#1120) to help the Cataloging Team review and integrate restored library materials into the on-line catalog and general library collection. Other duties include, on-line catalog work and general assistance duties. Please send resume to jobs@libraryassociates.com

Library Technician - Music Cataloging (#1119) will retrieve / update records from OCLC, perform copy cataloging of materials including matching to correct authority records. It would be desired if the candidate had a background in music, specifically music cataloging to help catalog music scores and sound recordings. Please send resume to jobs@libraryassociates.com

Cataloging Technician (#1115) will retrieve / update records from OCLC, perform copy cataloging of materials including matching. Please send resume to jobs@libraryassociates.com.

Database Assistant (#1089) will process print and non-print cataloged library materials, print and affix spine labels, apply barcodes and other end duties as required. This position requires an excellent attention to detail as well as typing and organizational skills. Please send resume to jobs@libraryassociates.com

CALIFORNIA

Medical Library Associate (#1122) for an ongoing position at a hospital / medical center near downtown Los Angeles. Position is approximately 24 - 30 hours per week. The Associate has primary responsibility for the library and information services, including literature searches, research/reference requests from doctors and medical staff, maintaining the library, working with vendors as needed, and working with technology. Please send resume to jobs@libraryassociates.com.

Senior Training / Support Coordinator (#1107) for a leading library services provider located in Ontario, CA. The ideal candidate is an experienced trainer with an exceptional customer service orientation who will oversee and assist all new and migrating members with transition to direct Client membership including quotes, contracts, and activation to ensure new members receive optimal services throughout transition process. Competitive salary and benefits. Please email resume to Keith at, keith@libraryassociates.com

MARYLAND / VIRGINIA / WASHINGTON, D.C.

Technical Services Technician (#1118) for a government agency in Baltimore, MD. This is a part-time position, 16 hours per week. Subject to award. Please email resume to Joanne Schwarz at, jschwarz@libraryassociates.com

Technical Services Librarian (#1117) for a government agency located in Baltimore, Maryland. This is a part-time position (24 hours per week). The candidate will be responsible for both copy and original cataloging of materials including hard-copy and electronic monographs, serials, video and audio tapes, internal reports, historical artifacts and intranet websites. Subject to award. Please email resume to Joanne Schwarz at, jschwarz@libraryassociates.com

Library Technician (#1114) with Japanese language skills. Responsible for doing technical collections maintenance and serials check-in. This is a contract position at a government agency in Washington DC. Please send resume to jobs@libraryassociates.com

Manager, Member Services (#1105) for a leading computer library service center located in Washington D.C. The ideal candidate is an experienced professional with a strong customer focus, business acumen, demonstrated success in business development and building new revenue streams in the areas of consulting, digitization and preservation. Manager will support revenue growth, build programming and business in new areas of expansion, drive effective outreach activities for retention and recruitment of libraries and cultural heritage institutions in Washington, D.C., Maryland and Virginia. Competitive compensation and benefits. Please email resume to Brad Rogers, brogers@libraryassociates.com

Training and Support Coordinator (#1104) on behalf of our client, a leading computer library service center located in Washington D.C. The ideal candidate is a senior trainer with an exceptional customer service orientation, marketing skills, comprehensive knowledge of digital and preservation methodologies and the library market who will provide outstanding training, support, services and solutions to Client member libraries and cultural heritage institutions in Washington, D.C., Maryland and Virginia. Please email resume to Joanne Schwarz at, jschwarz@libraryassociates.com

ILLINOIS

Library Manager (#1087) for our client, a leading global law firm. The Manager will provide the resources, services and tools needed to support the information and research requirements of users located in various regional offices. Responsibilities will include mentoring library staff, developing and implementing library services strategies, liaising with regional and office practice groups and marketing library services. This position is based in Chicago, IL. Please email resume to Keith Gurtzweiler at, keith@libraryassociates.com

Upcoming Events & Conferences

- [ALA Midwinter Meeting](#), January 23rd—28th 2009, Denver Colorado at Colorado Convention Center.
- [UCLA School of Library & Information Studies](#), January 31st , 2009 — 50th Anniversary of the Masters Program.



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Information people
are our business

Library Associates Companies - Recruiting Team

If you have been sent this email and do not want to be subscribed to our newsletter, please reply to this email and simply put "unsubscribe" in the subject line of the email and you will be removed.

Comments and questions are welcome! Please contact Patty De Anda at,

pdeanda@libraryassociates.com