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Job Searching In The New Millennium

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Electronic technology has changed the jobs of librarians and it has changed some of the ways we obtain those jobs. E-Mail and list servs have proven to be valuable assets in networking and encouragement for those seeking jobs. What was once a laborious and often relatively isolated activity has now developed into a national and even international support group of fellow professionals who will pray and provide assistance in the job search.

Resources which once could only be found through small ads in the professional journals, if then, are now available almost instantaneously. Job announcements can be scanned the same day they are posted on the Internet. People can research colleges and cities before attending an interview, so that questions about the school’s philosophy, curriculum, and importance of geographic location, local schools, etc., can be more pertinent.

INTRODUCTION

The impact of computers on our career campaigns is growing daily. We now take for granted our ability to create and store our resumes, cover letters, and references in electronic form for easy retrieval and we can more easily keep track of our job searches. Because of the number of good word processing software and affordable hardware, poorly printed resumes or CV’s are inexcusable. We even no longer need to worry about typing envelopes. Although I didn’t use electronic resumes or web pages, I had kept a copy of my resume stored electronically as a word processing documents along with a list of colleges I had contacted in an earlier job search. This certainly saved me time and effort in getting up to speed for this search period.

INTERNET CONNECTIONS

Richard Bolles (n.d.), well-known author of What Color is Your Parachute? identifies five advantages and three disadvantages to using the Internet for job searching. The Internet enables one to locate vacancies, post a resume, obtain counseling, research the markets, and obtain contacts. On the other hand, the Internet job market has problems with slow connections, a less-than-stellar hiring ratio, and the hype of job-hunting websites (http://www.jobhuntersbible.com/intro/intro.shtml). Bolles quotes Margaret F. Dikel (n.d.), the author of The Rileyguide:

“The Internet is merely an added dimension to the traditional job search and it is not an easy dimension to add. Job hunters need to focus less on the search for job listings and more on the idea of using the information accessible on the Internet as a tool for researching organizations and finding possibilities” (http://www.jobhuntersbible.com/intro/intro.shtml).

Searching for positions can be an overwhelming task. The number of sites to explore seems to grow exponentially daily. A recent search for “job sites” on Google brought 20 million hits. However, this paper will focus on sites, which were either mentioned in Janet Foster’s (1999) article, Jobs on the Net for Librarians, or were hyperlinked from other reputable websites such as The RileyGuide.

Since the Internet is so popular, most jobs are posted here before they go to

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Part 3 of a 3 part series
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EMPLOYMENT SITES

Once upon a time, we hoped to identify new positions through a relatively few sources and hoped that these jobs would still be open by the time we had sent our cover letter and resume. Now, the speed at which job openings are announced and the multitude of places is almost dizzying! This paper divides the employment listing agencies by domain in order to identify the variety of sites. Each type of domain has advantages, which mean that job searchers should look at more than one type of domain.

The professional organizations (.org) are a good place to start looking for job announcements: ALA and its sub groups all offer helps and advertisements.

The professional journals, including American Libraries from ALA (http://www.ala.org); and The College and Research Libraries Journal (http://www.ala.org/acrl) from ACRL, now post the employment advertisements found in their print journals. The parent organization also contains links to career opportunities.

Other library organizations also provide postings. The International Federation of Library Associations offers a list-serve, LIBJOBS http://www.ifla.org/IIU/lists/libjobs.htm, which will enable subscribers to receive free updates of new jobs posted to their site.

If you want a grouping of hyperlinks to employment resources, the Internet Public library (http://www.ipl.org) has a good section of a variety of locations for postings.

The State Library organizations also contribute, although some are more complete than others. These include the joblines which can be such as the Florida Jobline (http://dlis.dos.state.fl.us/jflibjobs/Job.html), and Iowa job list, (http://www.silo.lib.ia.us/joblist.htm), which often provide local religious affiliated colleges which may not be in ACL or CCCU. Instead of guessing the URL of these local organizations, go to Susan Nesbeitt's website, Library Job Postings on the Internet (http://www.libraryjobpostings.org), which contains links to most joblines by region.

SMALLER .ORG SITES

Sometimes local consortiums will also post jobs. For instance, The Tampa Bay Library Consortium (http://tblc.org) maintains State job links and a local list of public, academic, and special library positions. A quick perusal of similar URLs in your area should yield several sites you will want to bookmark especially if you are not interested in relocating.

Other smaller professional organizations geared to the Christian academic field also post information, e.g., The Association of Christian Librarians (http://www.acl.org). Jobs posted here are often not the same as the Journal, The Christian Librarian, because the periodical is published quarterly. The Second site is for the larger Christian academic sector. The Council of Christian Colleges and Universities (http://www.cccu.org) has a new look to its website and seems to be a little faster in its response time. However, it often duplicates items found on the ACL website.

.GOV AND .EDU EMPLOYMENT SITES

The Government sites (.gov) and education sites (.edu) provide helpful links. One State government site I thought particularly helpful, although more for public libraries, was the Wisconsin Department of Public Instruction. (http://www.dpi.state.wi.us/dpi/dlwc/pld/wis_lib.html) which had a nearly exhaustive selection of links for all aspects of the profession, including jobs.

Syracuse University 's Career Planning site Librarians in the 21st Century: Finding Employment (http://istweb.syr.edu/21stcen/lib/becomingemploment.html) is helpful with tips for the new professional. It includes tip sheets such as twenty-five most frequent mistakes on an interview and questions asked by job seekers and employers. In fact, many if not all Schools of Libraries and Information Science post jobs on the webs at their site.

COMMERCIAL SITES

As if government and professional organizations aren't enough, many commercial sites also offer good links. My favorite is Libraryspot.com (http://www.libraryspot.com) probably because I can remember the URL. Although not exhaustive, it directed me to the major sites where I was able to link to additional sites.

The traditional trade journals such as Library Journal (LJ) (http://www.ljdigital.com) and School library Journal (SLJ) (http://www.slj.digital.com) now post their job information on
the Internet. The actual link is to the LJ,
SLJ and PW (Publisher's Weekly) as a
whole.

E-MAIL EMPLOYMENT LINKS
If you want more e-mail notification,
you can connect to Chronicle.
com's (http://www.chronicle.com) job
site. If your institution is not
subscribed to the electronic site, you will
receive an updated list a week late.
Otherwise, it is a daily submission or as
often as new jobs in the areas you have
selected are posted. 

Discussion Lists are also excellent
ways to locate specific jobs. Autocat,
Ref-L, ILI-L, LIT, LM_NET, and many
others all announce some openings
before they appear on other web sites.
Sometimes these jobs are cross-posted
with possibly larger coverage than if
merely announced in the traditional
sites. Posting on a listserv site often
enables the employer and the searcher
opportunity for some dialog to deter-
mine if one should send a resume and
declare an interest. This informal chat
should not replace the traditional cover
letter, resume, and references in case
the position is one for which you want
an interview.

OTHER.COM SITES
Library hq.com (http://www.
libraryhq.com/resources.html) allows
ads to be posted to its site as well as
career counseling .

Internet Library for Librarians,
(http://www.itcompany.com/
infoRetriever), contains links to listservs
as well as job opportunities. Since jobs
are sometimes advertised in journals
such as LJ and SLJ, this site also links
you to these magazines.

LISJobs.com , (http://www.lisjobs.
com), allows searchers to post resumes;
past jobs, as well as provide links to
various jobs. It also contains a
newsletter for career counseling.

Although not as “slick” in design as
some others, Ann’s Place Library Job
Hunting (http://www.geocities/ aemcnlibjob/) provides links to nearly
every other job website mentioned here.

OTHER AREAS TO RESEARCH
If you are looking for a particular
college or library, go to its web site or
its parent site as most identify job
opportunities. This is especially true of
community colleges. You may also find
forms you will need to complete to
apply for a position.

Look at the Church denomination
sites. For example, the Assemblies of
God has a page for Colleges to post
links to openings (http://ag.org/
colleges/resources_professional.cfm).

LIFE GOALS/ CAREER
COUNSELING SITES
Besides looking for jobs, the
Internet provides sites for all other
aspects of the job search. The many
career web sites are helpful with
identifying life goals. The most
important one probably book-marked
and cited by more web links pages is
com). Compiled by Margaret Riley
Dikel, this site is invaluable for
beginners as well as those in mid
career. The site contains a What’s New
section, the latest of which concerns
fraudulent career search firms.

As noted before, Richard Bolles
now has a website for career counseling.
JobhuntersBible.com (http://www.
jobhuntersbible.com) is designed
according to Bolles to be used as a
supplement only to his book, What
Color is your Parachute, now in its
thirty-second year. The site contains
hyperlinks to career counseling tests.

RESUME WEB SITES
Resume construction tips can be
found online and Resumix.com
(www.resumix.com) offers software for
creating resumes. Foster’s (1999)
earlier articles on Internet sites suggests
that Resumix also has a web site is
available, but I was unable to locate it
at the site she mentioned. Two other
sites for Resume construction looked
promising. Susan Ireland.com (http://
susanireland.com/resumeword.htm) has
a variety of resumes, workshops and
services to help the job searcher. This
site was particularly interesting because
when I searched the pages, I found that
one of the examples concerned a
librarian in an academic setting (http://
susanireland.com/resumeseducation2.
html#3). Ireland also provides links to
professional resume writers who will
work with the job hunter for a fee.

The second site, Quintessential
Careers, (http://quintcareers.com/
career_vitaes.html), has information
for preparing a CV with accompanying
samples of curriculum vitae.

OTHER RESUME SITES
The Wall Street journal has spon-
sored jobstar.org (http://jobstar.org/
tools/career/spec-car.cfm) which gives
good background for writing resumes,
including selected resume resources on
the web along with various formats.

Career Mosaic.com or Career
Builder (http://www.headhunter.net/
JobSeeker/Index.htm) is probably more
valuable to academics for its resource
center with a variety of links to places
usually overlooked in researching
career opportunities, such as legal
rights, resources for women, and
interview assistance. Free registration is
required in order to post resumes.

COVER LETTERS
Cover letters were discussed in
com/letters), which provides over 200
sample cover letters and Susan
Ireland.com’s web site, already listed
above, which included several possibilities
the job seeker might encounter in
using cover letters, such as e-mail cover
letters, responses to newspaper ads, and
responses to job recruiters.

RESEARCH SITES
When researching possible job
positions, you should not ignore
geographic and economic information
located on the Internet. The Bureau of
provides current information regarding
salaries, positions, employment
projections. The site enables one to
easily compare the average librarian’s
include the website for your prospective institution. Also check to see if it is listed in other area websites, such as city guides, local newspapers, and chamber of commerce pages. When reviewing the information given on the local page look for what isn’t said as well as what is stated. For instance, if the library isn’t featured at the front of the web pages of the College, this may indicate an institution that is organized in ways you might find uncomfortable. How many mouse clicks does it take to get to the library? When was the last time the information was updated? Do other web pages at the site convey conflicting information about the library? These could certainly be questions or concerns you might wish to raise during an interview.

As stated at the beginning of this section, the basic purpose for the Internet in the job search should be to provide the research you need to prepare for your interview. You still need to have decent references, a well-written resume or CV, and cover letter. You will also need to prepare for the interview and reflect once again upon your career goals no matter if you are at the beginning, middle or end of your career.

Yes, the times have changed; and information is easier to obtain about jobs in a timely manner. Thanks to the Internet’s functionality, you no longer will wonder if you should apply for a position advertised in The Christian Librarian or American Libraries because it has already been filled. However, the Internet has not obviated our responsibility to the job search in the form of good resumes and references.

Further research on the continuing impact of the Internet on the library profession for both the recruiter and the job searcher in terms of cost and available web sites is needed. The Internet has helped open up employment in positive ways, but you will find the next “perfect” job only if you “sell yourself” by adapting the traditional campaign methods of a good resume and a good reference and by doing your homework.

REFERENCES


REFERENCES


2 Copyright Basics, What works are not protected section, ¶ 2-3.


5 Regents guide to understanding copyright and educational fair use. (November 13, 1997.) Retrieved May 17, 2002, from the University System of Georgia Legal Affairs site: http://www.usg.edu/admin/legal/copyright/copy.html, Section D1, & Part II no. 7.


7 Regents, Part III, D3

8 Regents, Part III, D3b


10 Fair use of copyrighted materials. (2001.) Retrieved April 30, 2002, from the University of Texas Copyright Crash Course site: http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/copyfaq2.htm

11 Fair use test, Factor 1.

12 Fair use test, Factor 2, ¶ 1.


14 Fair use test, Factor 3, ¶ 1

15 Fair use test, Factor 4, ¶ 1

16 Fair use of copyrighted materials, Factor 4.

17 Fair use of copyrighted materials, Factor 4, ¶ 3


19 Fair use of copyrighted materials, What is fair use section, ¶ 3

20 Regents, Section E.


24 Nebraska, ¶ 4.


APPENDIX A: LINKS FOR FAIR USE GUIDELINES

- Fair Use Guidelines for Electronic
APPENDIX B: ADDITIONAL COPYRIGHT RESOURCES
(Most of these sources are not included in the Reference List)

**General Information**

- Bitlaw: A Resource for Technology Law
  http://www.bitlaw.com/copyright/index.html
  Provides a solid discussion of how copyright law relates to technology.

- Copyright Bay
  http://www.stfrancis.edu/cid/copyrightbay/
  Take a trip to Fair Use Harbor while avoiding Infringement Reef and Murky Waters! While there, you can visit Multimedia Wharf, Audiovisual Lagoon, the Inlet of Multiple Copying, and Single Copying Inlet. Basic facts presented with humor.

- Copyright Management Center
  http://www.iupui.edu/~copyinfo/
  Produced by Indiana Universities-Purdue University, this comprehensive site covers fair use, ownership, distance education, library issues, and special media.

- Regents Guide to Understanding Copyright & Fair Use (University of Georgia)
  http://www.usg.edu/admin/legal/copyright/copy.html
  This Guide includes sections on printed materials, coursepacks, unpublished letters, video & sound recordings, multimedia, distance education, and electronic reserves.

- Syracuse University Copyright Policies
  http://www.syr.edu/policies/copyright.html
  The University’s policies cover print, slides, videos, software, multimedia, electronic documents, unpublished works, and public domain.

- Ten Big Myths About Copyright
  http://www.templetons.com/brad/copymyths.html
  Brad Templeton explains some of the myths about copyright and the Internet.

- University of Texas Crash Course in Copyright
  http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/cprindx.htm
  The one-stop site for (almost) everything you might want to know about copyright! Of particular note is the link to “Copyright in the Digital Library” which covers reserves (print, audio, video, online), archiving, interlibrary loan, and student copying.

- Wellesley College Copyright Policies
  http://www.wellesley.edu/Library/copyright.html
  Wellesley has an extensive copyright policy that addresses all media. See also the link to Copyright FAQ.

**Archives**

- Library Reprography: Archiving
  http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/l208abc.htm
  Explains how a library qualifies for section 108 rights including print copies, audio and video recordings, and electronic storage and retrieval.

**Copyright Notices**

- Copyright Notice for Supervised Library Copying: Updated Information for Library Services.
  http://www.iupui.edu/ECopyinfo/whatsnew.html
  From the copyright Management Center at Indiana University-Purdue. Includes notices to use for supervised copying.

- Nebraska Library Commission Library Handbook.
  http://scrtecne.unl.edu/SCRTECNE/TechTopics/copyright/warming.html

- Policy Regarding Unsupervised Copying
  http://www.library.ucla.edu/copyright/unsucopy.html
  UCLA’s policy & copyright notices for copy machines and computer areas.

**Distance Education**

- Copyright Do’s & Don’ts for Distance Education
  http://www.bitlaw.com/policies/distguid.html
  Ball State University has created a simple chart with the format/genre/form of artwork on the left side and columns indicating dos and don’ts related to that particular format.

- Educational Fair Use Guidelines for Distance Learning
  Part of the UT Copyright Crash Course, this site contains the CONFU guidelines for “the performance & display of audiovisual and other copyrighted works.”

- IPSE – Copyright and Distance Education: Lawful Uses of Protected Works
  http://www.ihtes.org/consortium/ipse/filhandbook/copyrt.html
  Excellent article by Kenneth Crews discussing what is legally allowed and not allowed for Distance Education.

- Summary of the U.S. Copyright Office Report on Distance Education
  http://www.iupui.edu/~copyinfo/distedsum.html
  This summary is prepared by the Copyright Management Clearance
Educational Copying
- Guidelines for Classroom Copying of Books and Periodicals
  http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm
  These guidelines are adapted from the work of the Association of American Publishers and The Author’s League of America. Discusses both single and multiple copying.
- Guidelines For Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals
  http://www.syn.edu/policies/copyright.html#2
  Guidelines for teachers regarding what they can legally copy for educational use.

Electronic Environment
- Copyright Law in the Electronic Environment
  http://www.utsystem.edu/ogc/intellectualproperty/faculty.html
  This article by Georgia Harper is part of the University of Texas’ Copyright Crash Course. In addition to covering the generalities of copyright, it discusses specific issues related to the electronic environment: electronic archives, the Internet, digitizing images, course materials, etc.

Electronic Reserves
- Fair Use” Reserve Room, Operations, Electronic Copies
  Covers print copies and multimedia use (part of UT’s Copyright Crash Course).
- Electronic Reserves: Access to Copyrighted Materials - Perkins Library System Policy
  http://www.lib.duke.edu/access/reserves/policy.htm
  A short, but direct electronic reserve policy from Duke University.

Fair Use
- Checklist for Fair Use
  http://www.upul.edu/~copyinfo/fuchekclist.html
  Not sure if what you want to do falls under fair use guidelines? The Copyright Management Center at Indiana University has devised an easy-to-use checklist to help you make the decision.
- Copyright & Fair Use: Stanford University
  http://fairuse.stanford.edu/rice.html
  Letter for faculty from Stanford Provost Condoleezza Rice addressing fair use.

History of Copyright
Timeline: History of Copyright in the U.S.
http://arl.cni.org/info/frnl_copy/timeline.html
Begins with the Copyright Act of 1790 and ends with the Database Protection Act 1996. The majority of copyright legislation has been enacted since 1973.

Interlibrary Loan
- CONTU Guidelines on Photocopying under Interlibrary Loan Arrangements
  http://www.cni.org/docs/infopols/CONTU.html
- Interlibrary Loan
  http://www.utsystem.edu/OGC/IntellectualProperty/l-108g.htm
  Part of University of Texas’ Copyright in the Library Site. Discusses ILL copying, document delivery and recent legislation.
- Nebraska Library Commission Copyright Handbook
  http://scrtcne.unl.edu/SCRTECNE/Technology/copyright/loan.html
  Concise presentation of the CONTU guidelines, exceptions and alternatives.

Laws
- Copyright Term Extension Act
  http://lcweb.loc.gov/copyright/legislation/s305.pdf
  Text of this law.
- Digital Millennium Copyright Act
  http://lcweb.loc.gov/copyright/legislation/dmca.pdf
  Text of this law.
- Primer on the Digital Millennium
  http://www.arl.org/info/frnl_copy/primer.html
  Discusses how the Digital Millennium Copyright Act and the Copyright Term extension Act will affect libraries.
- Teach Act
  http://www.stfrancis.edu/cid/copyrightbay/TEACHact.htm
  The Technology, Education and Copyright Harmonization Act (TEACH) of 2001 will affect the use of multimedia in distance education.
- U.S. Copyright Code
  http://www4.law.cornell.edu/uscode/17/
  (especially Chapter 1, section 107 & 108)
- U.S. Copyright Office: Library of Congress
  http://lcweb.loc.gov/copyright/
  Gives a good, in-depth overview of basic copyright issues.
- Digital Copyright Listserv
  listproc@listserv.wumc.edu
  Send an email to this address to subscribe. In addition to the regular discussions, they regularly post news items related to copyright.

Multimedia
- Fair Use Guidelines for Educational Multimedia
  http://web.sunyocc.edu/~lewism/fairuse.html
  Contents include: Preparation of Educational Multimedia Projects Under These Guidelines—Permitted Educational Uses—Limitations—Examples of When Permission is Required - Important Reminders.
- Fair Use & Multimedia
Permissions

- Copyright Clearance Center
  http://www.copyright.com/
  This service helps you get permission & pay fees the easy way, without contacting each author/publisher individually. You can also use this site to find out if a work is under copyright or not.

- Getting Permission
  http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/permission.htm
  Suggests ways to obtain permission through collective rights organizations, i.e. Copyright Clearance Center, and through individuals for various types of media.

- Giving and Getting Permissions
  http://www.iupui.edu/~copyinfo/permit.html

- Who Owns What?
  http://www.utsystem.edu/OGC/INTELLECTUALPROPERTY/whowns.htm
  In order to obtain permission to copy a work, you first need to know the identity of the copyright holder.

Videos

- Archival Copies of Videotapes
  http://palimpsest.stanford.edu/byauthor/kess/vessvid.html
  Policies and procedures from the University of Florida. They frequently copy and archive videos.

- Copying Video Materials
  http://library.austin.cc.tx.us/geninfo/copymedia.html
  Austin Community College video policy. Also includes the policy on copying broadcast programming.

- Frequently Asked Film and Video Copyright Questions
  http://www.lib.berkeley.edu/MRC/Copyright.html
  Presents copyright information in a question & answer format.

- Video and Copyright
  http://www.ala.org/library/fact7.html
  ALA's factsheet on the loan/rental of videos and their use in the classroom and library.

- Video Copyright
  http://www.kcsd.k12.pa.us/technology/copyright/show2/
  Concise slide presentation on copyright.

- Video Copyright Information
  http://www.mtholyoke.edu/lits/csit/media/copyright.html
  From Mt. Holyoke. Discusses classroom, library and student use of videos. *