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<td><strong>Orchestral Librarian</strong></td>
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<td><strong>Arts and Architecture Librarian</strong></td>
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<td><strong>Assistant Librarian</strong></td>
<td>Hong Kong Baptist University</td>
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<td><strong>Music Library Intern</strong></td>
<td>National Repertory Orchestra</td>
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<td><strong>Senior Library Clerk</strong></td>
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<td><strong>Broadcasting Media Digitization and Curation Librarian</strong></td>
<td>University of Maryland</td>
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<td><strong>Metadata/Catalog Librarian</strong></td>
<td>Northern Illinois University</td>
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<td><strong>Catalog Librarian</strong></td>
<td>Southern Illinois University Edwardsville</td>
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<tr>
<td><strong>Head of the Warren D. Allen Music Library</strong></td>
<td>Florida State University</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Mount Allison University</td>
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<tr>
<td><strong>Audiovisual Conservator</strong></td>
<td>University of Virginia</td>
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<tr>
<td><strong>Director of the Hamon Arts Library</strong></td>
<td>Southern Methodist University</td>
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<th>MARCH</th>
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<tbody>
<tr>
<td><strong>Ensemble Library Intern</strong></td>
<td>Interlochen Center for the Arts</td>
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<tr>
<td><strong>Cataloging Contractor</strong></td>
<td>Alexander Street Press</td>
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<tr>
<td><strong>Library Specialist V for Audiovisual Collections and Services</strong></td>
<td>Southern Methodist University</td>
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<tr>
<td><strong>Librarian I/II</strong></td>
<td>Berkley Public Library</td>
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<tr>
<td><strong>Senior Circulation Administrator</strong></td>
<td>Juilliard School</td>
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<tr>
<td><strong>Adaptive Cataloger</strong></td>
<td>California State University, Northridge</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>University of Hawaii at Manoa</td>
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<tr>
<td><strong>Archivist, Institute of Jazz Studies</strong></td>
<td>Rutgers, the State University of New Jersey</td>
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<tr>
<td><strong>Catalog Librarian</strong></td>
<td>Bates College</td>
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<tr>
<td><strong>Librarian, Metadata and Cataloging Services</strong></td>
<td>University of Central Oklahoma</td>
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<tr>
<td><strong>Librarian</strong></td>
<td>Nashua Public Library</td>
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<tr>
<td><strong>Library Specialist IV (Music &amp; Digital Resources Cataloging/Metadata Specialist)</strong></td>
<td>Southern Methodist University</td>
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<tr>
<td><strong>Jazz Loft Project Archivist</strong></td>
<td>Duke University</td>
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<tr>
<td><strong>Sound Archive Librarian, Archive of Recorded Sound</strong></td>
<td>Stanford University</td>
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<tr>
<td><strong>Music Librarian (half-time)</strong></td>
<td>University of Michigan</td>
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<tr>
<td><strong>Director of Music Library Information Resources</strong></td>
<td>Curtis Institute of Music</td>
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<tr>
<td><strong>Music Librarian for Audiodigital Services</strong></td>
<td>University of South Carolina</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>University of Florida</td>
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<tr>
<td><strong>Library Branch Coordinator / Library Assistant III</strong></td>
<td>Colby College</td>
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<tr>
<td><strong>Music Librarian</strong></td>
<td>Southern Methodist University</td>
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<tr>
<td>Position Title</td>
<td>Institution</td>
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<tr>
<td>Director of the Research Commons, Assistant or Associate Professor</td>
<td>Southern Illinois University Edwardsville</td>
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<tr>
<td>Humanities and Social Sciences Librarian</td>
<td>Texas A&amp;M University</td>
</tr>
<tr>
<td>Librarian II (Cataloger)</td>
<td>Austin Public Library</td>
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<tr>
<td>Digital Project Manager (3 year Temp)</td>
<td>Carnegie Hall</td>
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<td><strong>JULY</strong></td>
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<tr>
<td>Archivist</td>
<td>Berklee College of Music</td>
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<tr>
<td>Librarian-Musicologist</td>
<td>Le Concert d'Astrée</td>
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<tr>
<td>Music Liaison Librarian</td>
<td>Baylor University</td>
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<tr>
<td><strong>AUGUST</strong></td>
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<tr>
<td>Library Technician 3</td>
<td>University of Oregon</td>
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<tr>
<td>Director, Hamon Arts Library</td>
<td>Southern Methodist University</td>
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<tr>
<td><strong>SEPTEMBER</strong></td>
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<tr>
<td>Librarian/Music Librarian</td>
<td>Elizabeth City State University</td>
</tr>
<tr>
<td>Catalog Librarian</td>
<td>Northern Illinois University</td>
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<tr>
<td>Departmental Supervisor I, Music Library</td>
<td>University of Tennessee-Knoxville</td>
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<tr>
<td><strong>OCTOBER</strong></td>
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<tr>
<td>MLA Placement Officer</td>
<td>Music Library Association</td>
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<tr>
<td>Catalog Librarian</td>
<td>Appalachian State University</td>
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<tr>
<td>Music Librarian</td>
<td>Yale University</td>
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<tr>
<td><strong>NOVEMBER</strong></td>
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<tr>
<td>Associate Editor-American Discography Project</td>
<td>University of California, Santa Barbara</td>
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<tr>
<td>MLA Archivist</td>
<td>Music Library Association</td>
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<tr>
<td>Digital Projects Coordinator</td>
<td>RIPM International Center</td>
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<tr>
<td><strong>DECEMBER</strong></td>
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<tr>
<td>Program Manager/Director of the McKay Music Library/ Adjunct faculty</td>
<td>University of Utah</td>
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Position Title
Orchestral Librarian
Institution
Aspen Music Festival and School
Location
Aspen, Colorado
General Information
The library positions are part of a six-member librarian team, with individuals assigned to specific large ensembles. Librarians are responsible for preparing, distributing and collecting music as necessary for all rehearsals and concerts of specific ensembles. The Librarian(s) must work closely and effectively with guest artists, faculty, students, and staff. At the discretion of the Head Librarian, individual Librarians will work with publishers to insure that music materials are complete, fully prepared and appropriately accessible to the ensemble members and conductor.

**Position Details**

Duties include: coordinating marking of string bowings, numbering measures, inserting cuts, dynamics, etc., as indicated by the conductor and principals; preparing practice parts; preparing orchestra folders; distributing folders 30 minutes prior to rehearsals and concerts; attending all rehearsals/concerts; resetting folders during stage changes; and working closely with the Head Librarian and Orchestra Managers in the distribution and collection of materials. Some evenings and weekends are required.

**Duration:** June 11-August 22, 2012

**Qualifications**

Minimum of 2 years music library experience required; knowledge of classical music and opera, ability to read music, excellent written and verbal communication skills, and knowledge of computers (Microsoft products) are essential. Candidate must have experience in independent work and must be independently motivated; a sense of humor is a must. The Orchestra Librarian(s) must also be able to climb ladders (to access music) and to lift and distribute heavy boxes of music. S/he must also have a valid driver’s license and access to a vehicle during summer 2012.

**Salary and Benefits**

Compensation: Stipend plus housing

**Deadline**

02/15/2012

**Application**


Please complete the online application process and attach your cover letter and resume (with references) where prompted. PDF format preferred.

No phone calls please.

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Position Title

Music Librarian

Institution

**Hardin-Simmons University**

Location

Abilene, Texas

**General Information**
A professional tenure track faculty librarian position directing the Smith Music Library branch located in the School of Music complex at Hardin-Simmons University opens as of June 1, 2012. The Smith Music Library was remodeled in 2003 and holds circulating books, reference books, periodicals, scores, recorded music, audio equipment and computers for the undergraduates, graduate students and faculty of the school of music. The music librarian spends 75% of the time directing the operations of the music library and 25% of the time providing general reference in the main library. The Music Librarian reports to the Dean of University Libraries.

Institution:
Hardin-Simmons University, an institution affiliated with the Baptist General Convention of Texas, was founded in 1891 and currently enrolls approximately 2,400 students. The University Library holds over 340,000 cataloged items, is a member of the Abilene Library Consortium with reciprocal borrowing of 1.7 million items. The HSU School of Music is the first school of music in the state of Texas accredited by the National Association of Schools of Music and has been fully accredited by this organization since 1930.

Position Details
The position is a 10.5 month contract which requires some night and weekend work. The librarian serves as liaison with the School of Music, provides support in the area of collection development and library instruction. The librarian does selected original cataloging for music items and may catalog the new sound recordings. The librarian trains, supervises, schedules and evaluates student workers for the music library. The librarian is cross-trained as a back-up for interlibrary loan services. As a faculty member, the librarian serves on university committees as assigned and participates in the business of the university in a collegial manner.

Qualifications
Required:
- Master’s degree in library science and/or information science from an ALA accredited institution
- Graduate degree in music
- Excellent oral and written communication skills
- Strong commitment to public service
- Must be a practicing Christian with high moral character

Preferred:
- Professional library experience
- Knowledge of cataloging sound recordings using OCLC systems
- Knowledge of music and general library databases

Salary and Benefits
Compensation commensurate with education and experience

For more information concerning personnel benefits offered to HSU employees, see the HSU Benefits Summary.

Application
Each applicant should provide a letter of application including a statement of faith; a curriculum vitae; an official transcript of all college course work; the name, title, office address and telephone number of
three references and their letters of reference. HSU’s liability insurance carrier requires the university to conduct a background check of every job applicant. Applicants for employment must agree to a background screen as part of the application process. Applications will be accepted until the position is filled.

Send the application packet to the Dean of University Libraries, Alice W. Specht, Box 16195, Hardin-Simmons University, Abilene Texas 79698.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Hardin-Simmons University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability or military service in employment. Under state and federal law, the University may discriminate on the basis of religion in order to fulfill its purpose.

Position Title
Arts and Architecture Librarian
Institution
University of North Carolina at Charlotte
Location
Charlotte, North Carolina
General Information
The J. Murrey Atkins Library at The University of North Carolina at Charlotte is seeking an Arts and Architecture Librarian. The Arts and Architecture Librarian will represent J. Murrey Atkins Library and serve as the Information Commons Department’s subject librarian for the university’s College of Arts + Architecture (which includes art, architecture, dance, music and theater) and selected academic programs in the humanities and social sciences.

The University of North Carolina at Charlotte is a rapidly growing research intensive University offering over 25,000 students a variety of undergraduate, master’s and doctoral programs in seven academic colleges. UNC Charlotte’s Atkins Library is a comprehensive research library with over 42,000 serial titles and an annual budget of over $10 million.

UNC Charlotte is located in the largest city in North Carolina, a beautiful southern city of 600,000 with over 1.5 million in the greater metropolitan area, and the second largest banking center in the nation in one of the fastest growing regions in the country. Located on a 1,000 acre wooded campus, the University is accessible to the city's performing arts and cultural and sports events and to recreational lakes.

Position Details
ESSENTIAL JOB DUTIES:

- Serve as Atkins Library’s primary contact to the university and external communities for assigned subjects and academic programs.
- Teach library instruction sessions to undergraduates and graduate students with interests in assigned subjects and academic programs.
- Develop appropriate instructional and informational aids (e.g. LibGuides, Moodle blocks, assessments, tutorials, social media) for university’s students, faculty, and community patrons.
- Serve as collection development liaison for assigned subjects, as well as monitor budget lines for respective acquisition of materials.
- Provide research and reference support for assigned subjects to university’s students, faculty, and community patrons.
- Provide research, informational, and selected maintenance services from Atkins Library’s Information Desk.
- Advance initiatives by Information Commons, Atkins Library and UNC Charlotte.
- Communicate effectively and positively with diverse groups of individuals.
- Perform other duties as assigned

POSITION INFORMATION:
- Full-time (Work schedule may include evenings and weekends)
- Reports to the Head of Research and Information Services

Qualifications

REQUIRED:
- Master’s degree in Library Science or equivalent from a program accredited by the American Library Association required (we will consider applications from candidates who are near completion of their M.L.S.)

PREFERRED:
- Undergraduate and/or advanced degree in field or sub-field of the Fine Arts or Architecture
- One to three years of relevant library experience

ADDITIONAL PREFERRED EXPERIENCE, SKILLS, TRAINING/EDUCATION:
- Knowledge of research needs of a Doctoral Intensive Institution as it applies to current assignment.
- Knowledge of the structure, use, and preservation of information resources - new and existing, physical and virtual - as it applies to current assignment.
- Excellent oral and written communication skills.
- Ability to work collaboratively as well as independently.
- Ability to work effectively with diverse groups and to create an environment of mutual respect.
- Knowledge of professional and technological issues as it applies to current assignment.
- Ability to work effectively in an organization in which change is both necessary and constant.

Salary and Benefits

Excellent benefits package

Salary: $45,000 minimum (competitive and dependent upon relevant experience and abilities.)

Application

TO APPLY:

ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED: https://jobs.uncc.edu/
The following Application Materials must be attached to your electronic submission:

- Cover letter,
- Resume
- Names (including titles and company/institutions), addresses, phone numbers, and email addresses of at least 3 professional references.

The Search Committee will not contact references without contacting the candidate first and verifying permission.

The review of applications will begin immediately. Apply as soon as possible for full consideration. Anticipated start date is March 1, 2012. Appointment requires successful completion of background check. Members of minority groups, and persons with disabilities are encouraged to apply for this position. AA/EOE

For additional information about The University of North Carolina at Charlotte, please visit our Web site: http://www.uncc.edu.

For further details about Atkins Library, please consult our web site: http://library.uncc.edu.

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<th>Position Title</th>
<th>Assistant Librarian</th>
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<tr>
<td>Institution</td>
<td>Hong Kong Baptist University</td>
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<tr>
<td>Location</td>
<td>Kowloon Tong, Kowloon, Hong Kong</td>
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The University Library now seeks a highly motivated, dynamic, and service-oriented person for the position of Assistant Librarian in the Acquisitions Section. Reporting to the Head of Acquisition Section, the appointee will be responsible for acquisition of library materials, implementing acquisition procedures, managing library material budget and participating in consortial acquisitions. He/She will be required to supervise and provide training to acquisition assistants, take up reference duties, conduct information literacy instruction and participate in collection development and services in selected disciplines such as Music Department.

**Qualifications**

Applicants should have a recognized professional qualification in librarianship (MLS or equivalent) preferably with one year of supervisory experience in acquisition work in an academic library. Familiarity with fund accounting and library budgeting practices, knowledge of publishing trends, books and subscription trade is required. The successful candidate should be attentive to details and demonstrate high accuracy. Excellent command of written and oral communication skills, good analytical skill and ability to work independently and collaboratively are necessary. Experience in using an integrated library system and reading knowledge of one or more European languages would be an advantage.
Candidate with academic background in music, formal musical training or work experience in the field of music is highly desirable. Shift duties in evening/weekend/public holiday are required.

Salary and Benefits

Appointment will be made on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Deadline

01/31/2012

Application

Applicants are invited to write in response to the requirements and provide an updated curriculum vitae and/or fill in the application form which is obtainable (a) by downloading from http://pers.hkbu.edu.hk/applicationforms; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, Level 7, Shaw Tower, 34 Renfrew Road, Kowloon Tong, Kowloon. Completed application form should be sent to the same address. Please quote PR number on all correspondence. Details of the University’s Personal Information Collection Statement can be found at http://pers.hkbu.edu.hk/pics.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms & conditions then applicable at the time of offer.

Position Title

Music Library Intern

Institution

National Repertory Orchestra

Location

Breckenridge, Colorado

Position Details

Duties and Responsibilities: Serves as Music Library Intern for the National Repertory Orchestra. Works directly with the Music Librarian, Assistant Music Librarian, Music Director, and guest conductors. Performs duties at the request of Music Librarian and Assistant Music Librarian which include, but are not limited to, the following: receiving and inventory of new acquisitions and rental music, providing music to string principals and/or conductors for bowing, distributing and collecting music at all services, checking-out music and folders to musicians, determining orchestration needs, timings and movement titles, marking and bowing parts, accurately maintaining library catalog, photocopying practice and extra parts, creating page turn inserts, repairing music, proofreading program pages, inventorying all library and trade holdings. Often serves as principal librarian for chamber orchestra concerts. Sometimes serves as assistant librarian for full orchestra concerts. May supervise work assignments for Library Fellows as directed by Music Librarian and/or Assistant Music Librarian. Assist with end-of-season breakdown and storage of all music and equipment.
Dress: During day, clean and professional “office casual” attire is appropriate. Concert duty dress is all black or black-white combination. For safety reasons, open-toed and/or very high-heeled shoes are discouraged in all library work situations.

Reporting Relationship: Reports to Music Librarian. Accepts assignments from Music Librarian, Assistant Music Librarian, Music Director, guest conductors and NRO Administration.

Qualifications
Must be present in Breckenridge, CO June 3 - August 7, 2011. The ability to read music is required. Previous music library experience is desirable but not required. The music library intern must be even-tempered, able to work well under pressure, capable of multi-tasking, willing to take directions and requests from many people, and able to prioritize tasks, especially during rush periods all while maintaining a positive attitude and working well as a team member. The job requires also requires some manual labor on a regular basis: lifting boxes of music weighting up to 40 lbs, climbing stairs, and acquiring music from overhead shelves.

Salary and Benefits
Benefits Offered: resort housing, weekly food stipend, college credit negotiable

Deadline
02/18/2012

Application
Deadline: February 18 or until filled

Application Procedure: Please send cover letter, resume, and references via email to library@nromusic.com

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**Position Title**
Senior Library Clerk

**Institution**
Mannes College The New School for Music

**Location**
New York City

**General Information**
This full-time position reports directly to the Assistant Director for Technical Services within the University Libraries. This position primarily processes music materials at the Scherman Music Library, located at Mannes College The New School for Music. In addition to processing duties, this position includes circulation responsibilities on Saturdays when classes are in session.

**Position Details**
Responsibilities:
1. Maintain basic holdings and items records in the library catalog
2. Receive and process library materials
3. Prepare materials for binding and basic repair
4. Perform circulation desk operations, including the lending of materials to other libraries via Inter-Library Loan
5. Other duties as required
Qualifications

*Requirements:*
1. Ability to work effectively with library staff, faculty, and students
2. High degree of dependability, organization and attention to detail
3. Ability to work on Saturdays during semester
4. Ability to read music including scores

*Preferred Qualifications:*
1. A bachelor’s degree, preferably in music
2. 1-3 years working within a library environment
3. Ability to perform basic navigation of internet resources
4. Able to work independently on projects
5. Strong customer service skills

Please note that this clerical position is associated with the Local 1205 Clerical Union, and employees hired in this position must become a member of the Local 1205. For information regarding the nature of this position, applicants can visit http://www.newschool.edu/forms/hr_contract_local1205.pdf.

Application
Apply with us and discover the rewards and opportunities in working for a world-class, urban university.

Interested candidates must apply online at: https://careers.newschool.edu/postings/7617

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Position Title
Broadcasting Media Digitization and Curation Librarian [Post-Master’s Program at the University of Maryland Libraries]

Institution
University of Maryland

Location
College Park, Maryland

General Information
About the Collections: The UM Libraries’ Special Collections in Mass Media and Culture contain a wide variety of audio-visual resources, ranging from shellac disc recordings of experimental trans-Atlantic radio broadcasts from 1925 to DVD reference copies of Emmy-nominated programs like MYTHBUSTERS. Of special note are the large amounts of audio and video in the collections of NPR, PBS and the Corporation for Public Broadcasting, the hundreds of 16mm kinescopes and thousands of wire recordings in the papers of broadcasting giant Arthur Godfrey and growing holdings of material produced by Washington area outlets like WETA FM and TV, WAMU FM, MD Public TV, and WUSA TV.

Position Details
The University of Maryland Libraries is seeking a Librarian to exercise leadership in the development and implementation of policies and practices relating to the management, reformatting, and preservation of
audiovisual holdings at the University of Maryland Libraries, with a major emphasis on special
collections in broadcasting. This position will also play a vital role in moving towards more integrated
digital services between collections in the Libraries with audiovisual holdings. The person in this
position will work with the staff of Special Collections, the Performing Arts Library, and Nonprint Media
Services to develop a framework for managing audiovisual digital assets.

This position will work formulate a more cohesive collection management plan for analog and digital
audiovisual holdings; identify appropriate metadata to capture; manage access and preservation of
newly-created digital assets; maintain professional familiarity with current trends in audiovisual
digitization in order to make recommendations for UMD Libraries’ best practices and collaborate with
the Digital Conversion and Media Reformatting group to solidify workflows for audiovisual digital
conversion. A pilot project will be developed using a sample of audiovisual holdings in order to test the
processes developed during the period of this residency.

This position is part of the University of Maryland Libraries Post-Master’s Program, a hiring initiative that
matches recent post-master’s professionals with short-term positions aligned with the Libraries' 
strategic priorities. Program professionals and the University Libraries each make a 2 year commitment
to the position.

**Qualifications**

- Master’s degree in library/information science (or related discipline, such as film and media
  preservation, or moving image archive studies) from an institution of higher by the start of employment.
- Knowledge of broadcasting or related disciplines.
- Strong interest in developing a career in academic librarianship.
- Demonstrated interpersonal and experience working in groups and across units.
- Minimum one year of experience with preservation and reformattin
g of audiovisual materials, particularly with film and video collections
- Professional familiarity with current trends in archival preservation as it relates to audiovisual
  holdings and with issues surrounding the creation and management of digital objects in sound and visual
  formats
- Ability to work independently as well as collaboratively with colleagues

**Application**

Electronic applications required. Please apply online at [https://jobs.umd.edu](https://jobs.umd.edu). No relocation assistance
will be provided. You must be legally able to work in the United States; the University of Maryland
Libraries will not sponsor individuals for employment. An application consists of a cover letter which
includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three
references.

Applications will be reviewed as they are received and accepted until March 23, 2012.

The University of Maryland, College Park, actively subscribes to a policy of equal employment
opportunity, and will not discriminate against any employee or applicant because of race, age, sex,
color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital
status, genetic information, or political affiliation. Minorities and women are encouraged to apply.
Position Title
Metadata/Catalog Librarian

Institution
Northern Illinois University

Location
DeKalb, Illinois

General Information
Term of Appointment: Twelve-month, full-time, tenure-track, ranked faculty position.
Academic Rank: Assistant Professor (regular) or Instructor (temporary), based on experience and qualifications
Reports to: Head of Technical Services
Position Description: See www.ulib.niu.edu/employment

Position Details
Summary of Job Responsibilities: Northern Illinois Universities seeks an enthusiastic, collaborative professional to fill the newly created position of Metadata/Catalog Librarian. This position is responsible for the planning, implementation, and management of non-MARC metadata creation/provision for digital resources within the Library, including the Institutional Repository. Coordinates the mapping of metadata between formats and the integration of metadata from a variety of sources for search and display. Works collaboratively with the Technical Services Department and Digital Initiatives Unit to facilitate the integration of non-MARC metadata creation into the traditional technical services workflow. Responsible for providing training to staff related to non-MARC metadata creation. Remains current with emerging metadata standards and tools. Serves as the Technical Services Department resource for metadata standards and creation. Performs original and copy cataloging and assists with catalog database maintenance as needed. Leads or participates in special projects as assigned. Maintains effective communication with colleagues, and members of the university community. Fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service.

Qualifications
Qualifications—Required: Earned master’s degree from an ALA-accredited program or equivalent for the appointment at the instructor rank (temporary). Additional master’s degree required within four years for eligibility for tenure-track appointment.
Knowledge of and experience with MARC and non-MARC metadata schema (such as Dublin Core, MODS, METS, PREMIS, and VRA Core). Demonstrated familiarity with XML/XSLT. Knowledge of the principles of cataloging, subject analysis, classification, and authority control and ability to apply those principles according to recognized rules and standards, including LC classification, LCSH, and AACR2. Experience using OCLC Connexion and with an Integrated Library System, Voyager preferred.
Strong oral and written communication skills. —Preferred: Earned second master’s degree. At least 2 years of relevant professional experience. Knowledge of digital repository systems, especially DSpace and Fedora Commons. Knowledge of metadata harvesting technologies, including OAI-PMH, and of library discovery systems such as Primo. Experience with building or implementing subject-specific controlled vocabularies. Knowledge of and interest in current issues, trends, and emerging standards in cataloging and metadata, including linked data and semantic web concepts, such as RDF or other
ontologies. Familiarity with RDA. Experience working in a collaborative environment. Demonstrated organizational, problem-solving, and planning skills.

**Salary and Benefits**
Appointment rank and salary will be based on relevant experience and educational background. The University offers a comprehensive benefits package.

**Deadline**
March 31, 2012

**Application**
To be considered for an interview, send letter of interest, resume, and the name/address/phone number/e-mail address of three references by March 31, 2012, to

Chalermsee Olson
Associate for Collections & Technical Services Northern Illinois University Libraries DeKalb, IL 60115-2868 Email (preferred): eteolson@niu.edu

A state-mandated pre-employment criminal background check is required.
Northern Illinois University is an AA/EEO institution.

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**Position Title**
Catalog Librarian, Assistant or Associate Professor

**Institution**
Southern Illinois University Edwardsville

**Location**
Edwardsville, Illinois

**General Information**
UNIVERSITY ENVIRONMENT: Southern Illinois University Edwardsville is twenty minutes northeast of St. Louis, Missouri. The University is situated on 2600 acres of rolling land and woods along bluffs, a few miles from the Mississippi River. Serving approximately 14,000 students and with about 80,000 alumni, SIUE has a major impact on a region well known for affordable living and a high quality of life.

Lovejoy Library maintains a collection of more than 1,000,000 volumes and subscribes to more than 19,000 print and digital serials and periodicals. Additional information regarding the Library and University can be found at the web site:
http://www.siue.edu/lovejoylibrary/

**Position Details**
JOB DESCRIPTION: Reporting to the Director of Technical Services, performs original and complex adaptive cataloging of print and non-print materials, including electronic resources, according to national standards including Dublin Core. May assist in the creation of digital collections, including supplying metadata. Develops comprehensive bibliographic descriptions, assigns subject headings and classification numbers according to Library of Congress practice, supervises maintenance of holdings
input into OCLC and Voyager. The incumbent will also participate in achieving departmental and library goals and participate in library committees.

Performs original and adaptive cataloging in all formats, including serials, utilizing OCLC, CONTENTdm and Voyager. Participates in retrospective conversion projects. Resolves database maintenance problems and provides training, direction and support to paraprofessional staff in performing cataloging and maintenance routines. Maintains knowledge of current cataloging practices and automated bibliographic access. Participates in developing, teaching, and implementing cataloging policies and procedures.

All LIS faculty and staff are responsible for working collaboratively to achieve University and LIS goals and objectives.

TERM OF CONTRACT: Assistant or Associate Professor, fiscal year appointment, academic year tenure-track, continuing contract.

**Qualifications**

QUALIFICATIONS REQUIRED: M.L.S. from an A.L.A accredited library school; demonstrated ability to work effectively and collegially in a production-oriented environment; cataloging experience; experience with an automated integrated library system; and excellent communication and interpersonal skills as well as a strong service orientation. Demonstrated ability to meet LIS and University standards in librarianship, research and professional service in fulfillment of tenure requirements.

QUALIFICATIONS PREFERRED: working knowledge of MARC Format for Holdings Data; experience with OCLC and Voyager; experience with Dublin Core, CONTENTdm, electronic resources, serials cataloging; the ability to read music and foreign languages; experience with Microsoft Access.

**Salary and Benefits**

Negotiable dependent upon credentials and experience, with a minimum salary of $41,000. Excellent fringe benefits.

**Deadline**

Search is ongoing; review of applications will begin on March 15, 2012. Position will remain open until filled.

**Application**

SUBMIT LETTER OF APPLICATION, RESUME, TRANSCRIPTS AND THREE CURRENT PROFESSIONAL REFERENCES TO:

Catalog Librarian Search Committee
Southern Illinois University at Edwardsville Lovejoy Library, Campus Box 1063 Edwardsville, IL 62026-1063

As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability. Applications from women and minority groups are especially encouraged.
SIUE is a state university – benefits under state sponsored plans will not be available to holders of F1 or J1 visas.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Head of the Warren D. Allen Music Library</th>
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<tr>
<td>Institution</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Location</td>
<td>Tallahassee, Florida</td>
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</tbody>
</table>

**General Information**

Institution: The Florida State University is a comprehensive, national graduate research university of 16 colleges and schools with 2,300 faculty serving a student body of more than 41,000 students. The College of Music, with 90 faculty, 40 support staff, and 1,150 students, offers a wide range of degrees in music, baccalaureate through the doctorate. See the College of Music web page at: [http://www.music.fsu.edu](http://www.music.fsu.edu).

The University is situated in Florida’s beautiful, wooded capital city, Tallahassee, with an area population over 240,000. Located in the “Big Bend” area of northern Florida, Tallahassee enjoys a mild change of season.

**Position Details**

Responsibilities: Responsibility for a collection that includes:

- 140,000 books and scores
- 300 online and print periodicals
- 40,000 sound recordings in all formats
- 1,500 video recordings
- Growing Special Collections

The Music Librarian oversees two faculty librarians, four full-time staff, and between fifteen and twenty-five part-time students in a facility open more than 80 hours per week.

Although the Allen Music Library is an administratively autonomous unit within a larger university community, this librarian will actively communicate with staff and leadership teams of other campus libraries in order to build and maintain joint initiatives beneficial to university library services. The successful candidate will also serve as the Music Library’s advocate to a variety of internal and external constituencies.

Management Responsibilities include: coordinating the operations of the library for efficient workflow and patron services; short- and long-term strategic planning; organizing full-time staff work schedules and assignments; interpreting and implementing library and university policies; developing and sustaining bibliographic instruction within the college; facilitating programming within the Music Library to enhance patron experiences; and commitment to goal-oriented preservation and expansion of the collection.

Additional duties may include leadership and participation within the Music Library in collection development, reference, and technical services; pursuing internal and external funding; participation in
professional activities including university, state, and regional meetings; attendance at regional and national Music Library Association conferences.

**Qualifications**
MLIS from an ALA accredited institution and Masters Degree in Music required. Doctorate desirable. Minimum five years experience as a music librarian in an academic setting. Demonstrated success as an administrator. Strong interpersonal skills. Active professional involvement.

**Salary and Benefits**
Rank/Salary: Associate Librarian/University Librarian. Salary competitive.

**Deadline**
Review of applications will begin March 1, 2012

**Application**
If qualified and interested in a specific vacancy as advertised, apply to Florida State University at [https://jobs.fsu.edu](https://jobs.fsu.edu).

Once you are on the FSU HR home page you will need to click on the “browse job openings” link. You should be on the Careers page, where you will need to click on “Advanced Search” link. You will now be on the Job Search page. You will need to enter the Job Opening Id: 33821.

Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable), even if attaching a curriculum vitae.

Upload a single document that includes: a cover letter, curriculum vitae (CV), and contact information for four (4) references (mailing, address, phone, e-mail).

For technical assistance in applying for this position, please contact Tony Daniels at TDaniels@admin.fsu.edu, or (850) 644-0415. All other inquiries, please contact Mitzi McKamey at mmckamey@admin.fsu.edu, or (850) 644-4361.

Deadline: Review of applications will begin March 1, 2012 and continue until position is filled.

The Florida State University is an Equal Opportunity/Access/Affirmative Action Employer.
Mount Allison University invites applications from qualified candidates for the position of Music Librarian. This is a one-year term appointment beginning July 15, 2012, subject to budgetary approval.

**Position Details**
Reporting to the University Librarian, the Music Librarian is responsible for the management and operations of the Alfred Whitehead Music Library. Working with the Mount Allison University Libraries and Archives’ team of librarians, the Music Librarian will participate in music as well as general reference service, information literacy instruction, music cataloguing, and collection development in music, fine arts, and other areas. The Music Librarian supervises the Music Library Assistant and several student assistants. Librarians at Mount Allison engage in research, creative activity, and scholarship and provide service to the University.

**Qualifications**
Qualifications for this position include an MLIS or equivalent from an ALA-accredited library school. Preference will be given to candidates with a graduate degree in music. The ideal candidate will have demonstrated abilities and experience in music librarianship, information literacy instruction, reference service and collections development in an academic environment. The successful candidate must possess excellent oral and written communication skills; a strong public service centred philosophy; the ability to work well in a collegial environment; and a keen interest in collections development, teaching, reference, and outreach.

**Salary and Benefits**
This position is represented by the Mount Allison Faculty Association and the appointment will be made at the rank of General Librarian or Assistant Librarian, as determined by qualifications and experience. Salary will be within the established range and commensurate with qualifications and experience.

**Deadline**
Review of applications will begin March 9, 2012 and continue until the position is filled.

**Application**
A letter of application, curriculum vitae, and the names and contact information for three referees should be sent to:

Elizabeth Millar  
Chair of the Search Committee  
Mount Allison University Libraries and Archives  
49 York Street  
Sackville, NB  E4L 1C6  
Phone: (506) 364-2562  
Fax: (506) 364-2617

Applications will be accepted in electronic form and should be e-mailed to Carol Wilson, Administrative Assistant, at cwilson@mta.ca

Mount Allison University, located in Sackville, NB, is a leader in providing quality liberal education to undergraduate students in arts, sciences, social sciences, fine arts and music. Mount Allison’s intimate
educational environment extends learning beyond the classroom, encouraging the growth of the whole person through a full range of experiences in the campus and community.

The Mount Allison University Libraries and Archives is committed to working with students and faculty in order to meet their academic and research needs. Mount Allison Libraries includes the Ralph Pickard Bell Library which is the main library, the Alfred Whitehead Music Library, and the University Archives. We invite you to look at our website for more information about the Libraries and about the University at www.mta.ca.

Mount Allison University welcomes diversity in the workplace and encourages applications from all qualified women and men, including aboriginal peoples, persons with disabilities, and members of visible minorities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Canadian and permanent residents should indicate their citizenship status in their application.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Audiovisual Conservator</th>
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<tr>
<td>Institution</td>
<td>University of Virginia</td>
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<tr>
<td>Location</td>
<td>Charlottesville, Virginia</td>
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</table>

**General Information**

The University of Virginia Library seeks a digitally savvy and energetic professional for the position of Audiovisual Conservator. The successful candidate will lead the Library-wide initiative to preserve and provide access to the University Library's audiovisual resources.

**Position Details**

The AV Conservator will direct the team of audiovisual stakeholders to determine the strategic direction for a comprehensive audiovisual stewardship program for a major research library system. This includes working with collection managers regarding audiovisual conservation treatment needs in order to establish priorities and to determine and evaluate long-range conservation planning for audiovisual materials; identifying and applying for potential sources of grant funding for conservation activities and writing narrative project reports; stabilizing, cleaning, housing, and evaluating the condition of audiovisual materials on physical media; performing in-house treatment and reformatting/digitization; managing outsourced audiovisual projects with vendors; determining and creating appropriate metadata; and processing large audiovisual collections and advising Special Collections staff on processing of audiovisual materials within larger archival collections.

Preservation Services supports the teaching and research programs of the University of Virginia by facilitating and preserving access to the collections of the University of Virginia Library.

**Qualifications**

**Required:** An ALA-accredited MLS or equivalent advanced degree in library or information science or moving image-related discipline.

Candidates must have a broad understanding of archival and digital technology-related activities in an academic research library setting and a demonstrated ability to work both independently and collaboratively. Candidates must have excellent communication skills with the ability to communicate clearly, knowledgeably, and personably, orally and in writing. A working knowledge of current and emerging digital and physical preservation technologies, standards, and practices is required.

**Preferred:** Candidates should have a minimum of two years experience in the conservation of audiovisual materials and a comprehensive knowledge of the organization and administration of conservation programs in an academic library. Candidates should have experience with cataloguing and/or archival processing, and familiarity with audiovisual copyright issues. Candidates should be able to demonstrate evidence of ongoing professional development and contribution. Project management experience and demonstrated ability to work with sound editing software, such as Pro Tools, WaveLab, and Logic is preferred.

**Salary and Benefits**

Competitive depending on qualifications. This position has Administrative and Professional faculty status with excellent benefits, including 22 days of vacation and TIAA/CREF and other retirement plans.

**Deadline**

Review of applications will begin February 14, 2012 and will continue until the position is filled.

**Application**

Applicants must apply through the University of Virginia online employment website at https://jobs.virginia.edu. Search by posting 0609266, complete application, and attach cover letter and resume, with contact information for three current, professional references. For assistance with this process contact Charlotte Albright (cda6b@virginia.edu), Library Human Resources Generalist at (434) 243-3509.

The University of Virginia is an Equal Opportunity/Affirmative Action employer.

University Leadership Characteristics:

For Thomas Jefferson, learning was an integral part of life. The "academical village" was created around the assumption that learning is a lifelong and shared process, and that interaction between scholars and students enlivens the pursuit of knowledge.

University Human Resources strives to identify applicants who will contribute as high potential employees, leaders and managers. We employ individuals who foster and promote the University mission and purpose. Successful candidates exemplify uncommon integrity; they are honest, trusted, team-oriented and live the core values of the University. These candidates display great judgment, by practicing evidence-based decision-making. They are strategically focused by contributing to and
achieving department goals and vision. They set high performance standards and hold themselves accountable by aggressively executing these standards. These employees also develop a deep passion for the University and the impact it has on students, faculty, alumni and community. Successful candidates identify their personal career goals and development opportunities, and as supervisors, help their staff do the same. They contribute to team success by leading talent, through their individual efforts and by leading and developing their teams.

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**Position Title**  
Director of the Hamon Arts Library

**Institution**  
Southern Methodist University

**Location**  
Dallas, Texas

**General Information**  
Central University Libraries of Southern Methodist University seeks an exceptional person to serve as Director of the Hamon Arts Library. The successful candidate will possess a vision for the Hamon as a 21st-century library of the fine and performing arts, and the qualities necessary to make that vision a reality.

The Hamon Arts Library is part of Central University Libraries (CUL) and reports to the Assistant Dean for Scholarly Resources and Research Services. Located in the Owen Arts Center of the Meadows School of the Arts, Hamon has extensive online and print holdings relevant to the visual and performing arts, as well as the Jerry Bywaters Special Collections Wing and the G. William Jones Film and Video Collection. The Hamon Arts Library primarily serves faculty, staff and students of the Meadows School of the Arts. Meadows majors and programs prepare students to excel as professionals in the arts, media and communications, and the Hamon staff works to align the library’s services and collections with the Meadows curricula. Central University Libraries is committed to supporting SMU’s aspiration to become a leading research institution within a dynamic, engaged learning environment.

**Position Details**  
Primary duties and responsibilities include, but are not limited to:

- Provides vision, energy and leadership for three subject librarians who offer collection development, reference and instructional services for Meadows departments, two curators of special collections, one curatorial assistant, and three library specialists in circulation; administer the budget of the Hamon Arts Library, including university-allocated and restricted funds; create and maintain records, reports and statistics; serve on committees, including service on CUL’s Leadership Team, which sets policies and provides strategic vision for the libraries, and is expected to take an active role within SMU libraries, the Meadows School, and the University; work with staff in other areas of the library and university to advance technology and digital initiatives relevant to library services; cultivate faculty relationships; and make Hamon a visible and dynamic presence within Meadows, the University, and the greater Dallas arts community.
Qualifications

Master’s degree in library science from an ALA-accredited program is required. Graduate degree in the fine or performing arts is required.

A minimum of five years’ of progressively responsible post-MLS experience in an arts library is required, preferably in an academic setting. Supervisory experience also required. The successful candidate will be a collaborative leader who sets priorities and promotes positive change in support of the teaching, research and creative needs of Meadows students, faculty and staff. Candidate must demonstrate strong verbal and interpersonal communication skills with the ability to work collegially with faculty, staff and students. Must also demonstrate the ability to communicate effectively in writing.

Candidate must possess strong knowledge of and experience with reference, information literacy, instruction and collection development; evidence of scholarly engagement. Demonstrated experience with the use of technology in an arts setting is essential. Candidate must possess strong leadership and management skills with the ability to lead a team. Candidates must also demonstrate a strong understanding of and/or have experience with administration of library budgets. Preference will be given to candidates who have demonstrated project management skills, experience in grant writing, and experience in overseeing the physical operations of a library facility.

Salary and Benefits

Deadline

Priority consideration may be given to submissions received by February 21, 2012. The position is open until filled.

Application

To Apply: Please visit our website http://smu.edu/hr/recruit/ to access the online application. Click on “Career Opportunities” and apply to Job ID# 900095

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU’s commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

Position Title

Ensemble Library Intern

Institution

Interlochen Center for the Arts

Location

Interlochen, Michigan

General Information

General Information: Now entering its 85th season, the Interlochen Arts Camp is the premier summer arts program for aspiring artists in grades 3 through 12, attracting students, faculty and staff from all 50 U.S. states and more than 40 countries. Each summer, 2,500 students come to Interlochen to train intensively with renowned instructors, producing more than 400 presentations in music, theatre, dance, visual arts, creative writing and motion picture arts. Ensemble Library Interns utilize their skills to serve
the music needs of campers, faculty, staff, and alumni participating in large performing ensembles (band, choir, jazz, and orchestra) during Interlochen’s six-week arts camp.

**Position Details**

Duties include preparing and distributing music for assigned large performing groups; marking bowings, numbering measures, inserting cuts, dynamics, etc. as indicated by the conductor and faculty; photocopying; filing music; and attending all rehearsals/concerts. Program includes a two-day learning intensive covering the basics of performing ensemble librarianship. Work closely with the Ensemble Managers. Some evenings and weekends are required.

Dates: Saturday, June 16 through Monday, August 6, 2012 (includes two-day training June 16 and 17)
Number of positions: 5

**Qualifications**

Knowledge of classical music and jazz, ability to read music, and excellent written and verbal communication skills are fundamental. A moderate level of computer literacy is essential; experience with Mac OS and applications is preferred. Familiarity with Finale and/or Sibelius is a plus. Candidates must be self-motivated as well as possess the ability to work independently and as part of a team. Attention to detail and the capacity to perform in a fast-paced, deadline-driven environment are essential. Must be able to lift and transport boxes on wheeled carts across campus. Candidates holding or working towards a MLS degree are encouraged to apply.

**Salary and Benefits**
Stipend plus room and board.

**Application**
Open until filled.

Admission is offered on a rolling basis, so it is best to submit your application early.

Apply online: [http://www.interlochen.org/summerjobs](http://www.interlochen.org/summerjobs)
Send questions to: muslib@interlochen.org
Skills:
* 2 years experience with music cataloging, required.
* 2 years experience with MARC21 format, required.
* 2 years experience with LC authorities, required.
* 2 years experience with OCLC cataloging styles, highly desirable.
* Cataloger's familiarity with European languages (French, Spanish, German, Italian, and Portuguese), highly desirable. This means a practical cataloging familiarity, not a full reading or speaking knowledge: ability to recognize the different languages, recognizing words representing articles (A, An, The equivalents) and numbers, recognition of acceptable diacritics for the language, etc.
* Experience with MarcReport software, including validation and error identification, desirable.

Salary and Benefits
This is a full-time contract position. We prefer to have staff work on-site. Starting hourly rate from $18.00 per hour.

Application
Please send resumes and cover letters to Ms. Pat Carlson at pcarlson@astreetpress.com.

Position Title
Library Specialist V for Audiovisual Collections and Services

Institution
Southern Methodist University

Location
Dallas, Texas

General Information

Position Details
The Library Specialist V for Audiovisual Collections and Services is responsible for operations of the Audiovisual Center within the Hamon Arts Library and shares circulation supervision responsibility with two other staff members.

Primary duties and responsibilities include, but are not limited to:

* Overseeing circulation of all types of library materials and assisting in processing course reserves; assisting in hiring, training and supervising student staff;
* Assisting with preservation and access to audiovisual (AV) services and collections (including helping patrons use AV equipment, overseeing digital reformatting and storage of AV materials and maintaining library systems for online access to AV materials);
* Managing library patrons accounts and processing fines/fees; providing support for library equipment, including computers, scanners and audiovisual playback equipment;
* Assisting with patrons with general information and assisting patrons with requests (e.g. concert recording requests, holds/recall and missing item searches);
* Overseeing gathering of library statistics, library security and opening/closing procedures.
* This position works evening and weekend hours while SMU classes are in session, with some daytime hours between terms.

**Qualifications**

**Education and Experience:**
High school diploma or equivalent is required. Bachelor’s degree is preferred.

A minimum of three years of work experience is required, preferably in a public service or library environment.

Library experience and substantial knowledge of the fine arts is strongly preferred.

**Knowledge, Skills & Abilities:**
Candidates must possess strong computer skills and experience, preferably with integrated library systems and media file editing software.

Basic familiarity with use and maintenance of audiovisual playback equipment is essential.

Candidates must demonstrate strong verbal and interpersonal communication skills with the ability to work effectively with faculty, students and staff. Must possess a strong public service orientation.

Candidates must demonstrate strong organizational skills and the ability to prioritize and manage multiple tasks.

Must also have the ability to work independently as well as part of a team.

**Deadline**
March 30, 2012

**Application**
Priority consideration may be given to submissions received by March 23, 2012.

To apply, visit [http://smu.edu/hr/recruit/](http://smu.edu/hr/recruit/) and search for Job ID 900135 under Staff Career Opportunities.

SMU is AA/EO employer committed to excellence through diversity.
Location
Berkley, California

General Information
The Berkeley Public Library, established in 1893, has a Central Library and four branches, Tool Lending Library, Adult Literacy program and free delivery to residents with disabilities and is one of the most heavily used public libraries in California. The Art & Music department of the Central Library circulates a collection of more than 20,000 music CDs, 6,000 vinyl records, music scores, books, magazines, and 35 mm slides.

The Berkeley Public Library currently has a temporary opening (NTE 6 months) for a 50% Librarian (20 hours) in the Art & Music division.

This is a 6 month temporary position, extendable for up to 2 years. The position may be permanently filled after 6 months.

Position Details
Responsibilities may include:
* Advise patrons and answer reference questions regarding art & music and general subject knowledge, including evening and weekend shifts;
* Assist in adult program planning and implementation;
* Provide assistance in selection and maintenance of Reference and Art & Music print, media, and digital collections;
* Assess patron needs and advise them in making effective use of library resources and services;
* Assist patrons of all ages with reference questions and selection of library materials;
* Orient patrons to library procedures and practices and specialized information sources, specialized library material collections, and similar services;
* Prepare reading lists and bibliographies;
* Work with and develop relationships with community organizations and other partners.

Qualifications
ALA accredited MLS required; background in music theory preferred.

Salary and Benefits
Librarian I: $30.53-36.61 per hour DOE
Librarian II: $33.60-$39.96 per hour DOE Med (Kaiser/Health Net) Dental (Delta) Life Insurance CalPERS (2.7% @ 55), Supplemental Retirement Income Plan (SRIP), IRC 401(a) plan
3 Weeks Vacation, Discounted YMCA membership, transit subsidy and more.

Application
To apply: Send application materials to Jenifer Shurson <mailto:jshurson@ci.berkeley.ca.us> (2031 Bancroft Way, Berkeley, CA 94704) no later than close of day (5 p.m.) April 6, 2012. City of Berkeley application (contact jshurson@ci.berkeley.ca.us for PDF application) is required, cover letter or resume optional.
For additional information please contact Jenifer Shurson @ jshurson@ci.berkeley.ca.us
<mailto:jshurson@ci.berkeley.ca.us>

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<tr>
<th>Position Title</th>
<th>Adaptive Cataloger</th>
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<tr>
<td>Institution</td>
<td>California State University, Northridge</td>
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<tr>
<td>Location</td>
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</tbody>
</table>

**General Information**
- Job ID: 2544
- Full/Part Time: Full-Time
- Regular/Temporary: Regular
- Job Code: 2887 Library Services Specialist II
- Job Grade: Range A
- Salary From: 3060.000000 Salary To: 4896.000000
- Department: Tech Svc/Cataloging&Mat-8328

**Position Details**
Under general supervision, the Adaptive Cataloger performs adaptive cataloging of library materials of all subjects and in all formats; specializes in sound recordings, music scores, audio-visual materials and streaming media. Works closely with the ordering and receiving specialist in acquisitions, the music librarian, and the music & media circulation coordinator. Performs cataloging quality control of shelf-ready books, music scores and other materials. Assists in all tasks of bibliographic control, including bibliographic and authority searching, editing and inputting, and database maintenance. Performs descriptive cataloging of CSUN theses in book and non-book formats and performs other duties as assigned.

**Qualifications**
Equivalent to three years of full-time, Library Assistant experience and a High School or equivalent certification OR two years of full-time, Library Assistant experience and two years/60 units of college; OR one year of full-time, Library Assistant experience and four years/120 units of college. Advanced knowledge of Library of Congress cataloging practices and Anglo-American Cataloging Rules 2 Revised, with thorough knowledge of OCLC searching techniques and cataloging procedures preferred.

Knowledge, Specialized Skills, and Abilities: Working knowledge of Library of Congress cataloging practices; Anglo-American Cataloging Rules 2 Revised; OCLC searching techniques and cataloging procedures; activities, policies, and procedures of the area to which the position is assigned and how that area interacts with other parts of the library; computer applications in the library; academic library setting; the library's collection; the system under which library materials are classified; and the catalog. Ability and specialized skills to: work independently using relevant knowledge to determine the best course of action; interpret, modify, and verify library records within established rules and procedures; understand and operate library computer systems and use the resulting output; understand and
interpret library rules and bibliographic standards and apply them with accuracy; and perform multiple duties and administrative tasks; work accurately with attention to detail; use discretion in applying rules, regulations, and procedures; communicate effectively using standard English; work cooperatively with others; read and write English at a level appropriate to the position; use networked PC and Windows XP and software applications such as Library of Congress Desktop/Classweb and Innovative Millennium and OCLC.

Salary and Benefits
Salary is commensurate with knowledge, skills, and experience. The university offers an excellent benefit package.

Anticipated hiring range: $3060 - $3800, dependent upon qualifications and experience.

Deadline
Initial review begins April 18, 2012, and will continue until position is filled.

Application
Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins April 18, 2012, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity

The university is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, religion, national origin, sexual identity, sexual orientation, sexual expression, gender, marital status, age, disability, genetic information, disabled veteran, or Vietnam-era veteran status.

It is available at CSUN website:
http://www-admn.csun.edu/ohrs/employment/ and our Library site:

<table>
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<tr>
<th>Position Title</th>
<th>Music Librarian</th>
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<tbody>
<tr>
<td>Institution</td>
<td>University of Hawaii</td>
</tr>
<tr>
<td>Location</td>
<td>Honolulu, Hawaii</td>
</tr>
</tbody>
</table>
General Information
Title: Librarian II, Librarian III or Librarian IV (Music Librarian) Position Number: 0083015T Hiring Unit: UHM, Library Services
Location: Sinclair Library Date Posted: April 16, 2012
Closing Date: Continuous - application review begins May 15, 2012:
Monthly Type: 11 Month
Tenure Track: Non Tenure Full Time/Part Time:
Full Time Temporary/Permanent: Temporary - Not to Exceed: June 30, 2013
Other Conditions: Possibility of extension pending needs of the department and availability of funds.

Position Details
Under the general direction of the Head of Sinclair Library, the librarian will develop and provide library instruction and services to students and faculty that support the programs in Sinclair Library at UHM, and provide relevant expertise as a member of a team of instruction and reference librarians. This position is responsible for outreach to instructional faculty in the Music Department and for instruction to student including the development and delivery of seminars, workshops, tutorials, web-based and other instructional materials, and information literacy instruction using a variety of delivery methods and venues. This position provides general and specialized information services, including reference and research consultation, to students and faculty via e-mail, person-to-person, or chat. This position will be expected to contribute to collection development in Music and Music History. This position will require periodic evening/weekend reference service, including chat reference, as scheduled on a rotating basis. The Sinclair Library emphasizes support to undergraduate learning and teaching through the University’s Student Success Center and houses the Wong Audiovisual Center.

Qualifications
Librarian II Minimum Qualifications
ALA accredited MLS or equivalent.
Applicants for all ranks must also have:
Ability to multitask and manage detail.
Evidence of strong oral and written communication skills.
Evidence of strong critical thinking skills.
Potential for leadership in a collaborative and collegial setting.
Productive attitude and enthusiasm for an innovative and changing environment.
Knowledge of music or history of music.

Librarian III Minimum Qualifications
ALA accredited MLS or equivalent.
Three years of appropriate professional experience at a college, university or research organization, or equivalent.
and
Twenty-four credits of post-baccalaureate course work, preferably in a music field.

Librarian IV Minimum Qualifications
ALA accredited MLS or equivalent.
A second masters degree with a music related emphasis.
and
At least seven years of appropriate professional experience at a college, university or research organization, or equivalent.
Desirable Qualifications
Experience in library instruction.
Experience in providing library reference and research support.
Experience in collection development, preferably for a music collection.
Baccalaureate degree in music, music performance or music history.
Post-baccalaureate course work in a music field.

Salary and Benefits
Commensurate with qualifications and experience.

Deadline
Application review begins May 15, 2012

Application
Submit cover letter indicating how you satisfy the minimum and desirable qualifications, names, contact information (including e-mail address) of at least 3 professional references, resume, transcripts of graduate degrees (copies acceptable; however, originals will be required upon hire) to Personnel Officer. Interviewees will be expected to make a presentation to library faculty and staff as part of the screening process.

Address:
Library Services
2550 McCarthy Mall
Honolulu, HI 96822

Inquiries:
Personnel Officer; 808-956-7207

The University of Hawai‘i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at:
Position Title
Archivist, Institute of Jazz Studies, John Cotton Dana Library

Institution
Rutgers University

Location
Newark, New Jersey

General Information
LIBRARY AND UNIVERSITY PROFILE: Rutgers University is a member of the Association of American Universities. The university, spread over three regional campuses, includes over 50,000 graduate and undergraduate students and 2,500 faculty, engaged in numerous degree-granting, research and professional programs in all disciplines, as well as a broad spectrum of service programs for the state. Situated on 35 acres in downtown Newark, Rutgers-Newark is part of a dynamic urban environment and is positioned to take a leading role in the further revitalization of Newark. The Newark campus is a doctoral-degree granting research institution, classified as a Carnegie Research Intensive institution. Rutgers-Newark offers 14 doctoral programs: American studies, applied physics, behavioral and neural science biology, chemistry, criminal justice, environmental science, global affairs, management, mathematical sciences, nursing, psychology, public administration, and urban systems. With more than 11,000 graduate and undergraduate students and anticipated growth in the student body, as well as in the number of resident students, the Rutgers-Newark Campus is the nation’s most diverse national university campus. The Rutgers University Libraries (RUL), comprised of libraries on the University’s Camden, New Brunswick, and Newark campuses, all reporting to the Vice President for Information Services and University Librarian, operate as a unified library system with coordinated public services, technical services, and collection development. The Libraries have a staff of 304, a budget of $21 million, and holdings numbering more than 3.6 million volumes. Rutgers University Libraries are a member of ARL, CRL, Lyrasis, NERL, and VALE, and use SirsiDynix and OCLC as their primary bibliographic utilities. The John Cotton Dana Library, in conjunction with the other Rutgers libraries, provides services and support for the Newark campus. The Dana Library includes 12 library faculty and 25 staff positions, with a budget of $2.7 million. The world-renowned Institute of Jazz Studies, a special collections unit of the John Cotton Dana Library, is the world’s largest jazz archive. With over 100,000 sound recordings, 100 distinct archival collections, over 30,000 photographs, extensive oral history collections, books, jazz periodicals, musical instruments and other memorabilia, the Institute of Jazz Studies supports research by students at all levels, scholars and writers from around the world, musicians, arts institutions, record labels, and the media. The university’s highly regarded Masters of Arts Program in Jazz History and Research is supported directly by IJS collections and staff. The Institute also maintains an active outreach program, furthering jazz education in many ways, and supports scholarship through the publication of the Journal of Jazz Studies, a leading English-language scholarly jazz journal, and the Studies in Jazz monograph series. For more information go to the RUL website:
Position Details

RESPONSIBILITIES: The Rutgers University Libraries seek an experienced, innovative, and service-oriented librarian to fill the position of Archivist in the Institute of Jazz Studies, John Cotton Dana Library on the Newark Campus of Rutgers, The State University of New Jersey. Reporting to the Director of the Institute of Jazz Studies, the Archivist will take a leadership role in the management and oversight of archival and research collections in IJS in ensuring the effective provision of library and information services to the diverse community of users. Will receive, arrange, describe, preserve and create finding aids using best practices and cutting-edge techniques for the Institute's archival collections, which consist of music manuscripts, personal papers, photographs, memorabilia, and other materials. Will provide in-depth assistance to visiting researchers and scholars as well as respond to requests by mail, email and phone. Will provide materials for the media, performing arts and other organizations. Will identify, solicit and steward donors, and advise the Dana Library Director on the acceptance of gift collections for the Institute. Will oversee the activities of grant-funded archivists. Will supervise student workers and interns, including the provision of training in archival practices. Will provide outreach, enhancing the visibility of the Institute and its collections, by conducting tours of the Institute and preparing exhibits, and represent the Institute at professional meetings and conferences. Will collaborate in the Libraries' digitization efforts. As a member of a university-wide faculty, the Archivist is expected to participate in system-wide initiatives, committees, and task forces, and to demonstrate commitment to continual professional development through scholarly research relevant to areas of responsibility, including publications, presentations and participation and leadership in the work of relevant professional associations.

Qualifications

A record of professional experience in an academic or research library, archives, or similar setting, with emphasis on experience in archival processing, management and preservation. Extensive knowledge of and experience in the development of EAD finding aids. Extensive knowledge of issues relating to managing and preserving digital collections. Awareness of national issues and trends in archives and in collections services. Must have the ability and desire to meet tenure and promotion requirements. Thus, the successful candidate will have a Master’s degree from an ALA-accredited institution and/or a Master’s degree in Archival Studies. Knowledge of or familiarity with jazz history is desired.

Salary and Benefits

Salary and rank will be commensurate with qualifications and experience.

STATUS/BENEFITS: Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

Application

CONSIDERATION OF APPLICATIONS WILL BEGIN IMMEDIATELY. To apply please email your application in Word format (include cover letter, resume, names of three references, and where you saw the position advertised) to: Sandra Troy, (APP. 199), University Libraries Human Resources Manager, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email:
Rutgers, the State University of New Jersey, is an equal-opportunity, affirmative-action employer. The Libraries are strongly and actively committed to diversity, and seek candidates who will contribute creatively to the University’s multicultural environment.

Position Title
Catalog Librarian

Institution
Bates College

Location
Lewiston, Maine

General Information
Bates College seeks applications for the position of Catalog Librarian. Reporting to the Associate College Librarian for Systems and Bibliographic Services, the Catalog Librarian works in a collaborative setting to provide patrons access to all formats in the Library’s collection in a timely, efficient, and informative manner.

Position Details
The Catalog Librarian creates original cataloging and enhances existing cataloging in WorldCat and the local catalog (Innovative Interfaces) according to national standards. The Catalog Librarian aids in current and ongoing departmental transitions, including the move from AACR2 to RDA, from a primarily print/physical collection to a primarily electronic one, and a possible transition to a web-scale management system. The Catalog Librarian will keep up-to-date with changes in librarianship, future directions of technical services, the availability/applicability of automated services, and other developments.

Responsibilities include: cataloging and classifying sound recordings, scores, manuscripts, and other formats as assigned, assigning Library of Congress subject headings and classifications, sharing in authority control, database maintenance and the loading of bibliographic record sets, loading and trouble-shooting monthly authority-record updates from Marcive, loading records for selected ongoing subscriptions, performing batch withdrawals of weeded material and overseeing the physical weeding process, maintaining current versions of procedures related to job functions in conjunction with others in the department, working on one-time Bibliographic Services projects.

The Catalog Librarian may serve on Library, College, and Colby-Bates-Bowdoin committees and task forces as assigned. The Librarian may also represent the Library in state, regional, and national forums related to bibliographic service and cataloging issues.

Qualifications
The successful candidate will have a master’s or postgraduate degree in library or information science or the equivalent work experience. A minimum 3 years of cataloging experience in a variety of formats
using MARC and AACR2 is required. Candidates will demonstrate the ability to learn and apply new cataloging rules and adapt to new systems and processes. The ability to foster teamwork and work effectively with staff at all levels of the Library and College, along with the ability to work independently and with the flexibility to adapt to and lead change, is expected. Excellent oral and written communication skills, combined with analytical, collaborative, interpersonal, and detail-oriented skills, are also expected.

Desired qualifications include an advanced degree in subject area related to the liberal arts. Professional training or experience with non-MARC metadata standards and practices is also desired.

Working environment and physical requirements include: bibliographic services workstations, contact with Reference librarians and circulation services, contact with books, computers, printers, and copiers, ability to sit for prolonged periods, extensive uses of computer keyboard, visual acuity, walking, lifting, carrying, range of motion from bending to reaching overhead.

Application

Bates College is committed to building and maintaining a workforce that accurately reflects the diversity of our student body, alumni network, and local community. We encourage individuals of diverse backgrounds to apply and are committed to hiring individuals who value a diverse and inclusive work environment.

Applicants should send a cover letter and resume and submit an application online at http://www/bates.edu/employment/. Resumes will be reviewed as they are received and until position is filled.

Our preference is that all documents uploaded be in a .pdf format. Incomplete applications may not be considered. Questions regarding the application process may be directed to Amie Parker, Employment Manager, via e-mail at hrdept@bates.edu.
Assumes responsibility for creating bibliographic records to be contributed to WorldCat international database. Advises and trains staff. Stays current with trends and developments in cataloging and metadata. Provides leadership in adopting new technologies and new procedures to assure best practice. Reports to the Coordinator of Metadata and Cataloging Services.

**Position Details**

Catalogs books, musical scores, sound recordings, mixed media materials, archival materials, video recordings, electronic resources, computer software, non-published materials, and other materials as assigned.

Creates original and adapts existing full descriptive cataloging records according to national and international cataloging standards.

Creates and inputs MARC descriptive fields for cataloged library resources according to international cataloging standards.

Responsible for creation and maintenance of non-MARC metadata.

Assists with maintaining the bibliographic integrity of the library online catalog.

Uses Library of Congress classification and Dewey Decimal classification schedules and tables to formulate and assign unique classification numbers for separately cataloged works.

Participates in considering future issues affecting the library's intellectual organization of information such as the application of metadata analysis to the library's digital repositories.

Establishes and verifies catalog name, title, name-title, and subject entries, searching OCLC and Library of Congress authorities databases.

Maintains headings in authority file and on bibliographic records in Voyager.

Serves as a subject liaison for promotion and outreach of library services and resources for assigned academic departments and/or subject areas.

May serve on Reference service desk.

Maintains a working knowledge of existing and emerging metadata standards, schemas and best practices.

Maintains knowledge of and engages in the efforts to promote scholarly access to digital repositories.

Maintains knowledge of current issues in academic librarianship.
Serves on library, university, and professional committees.

Performs other related duties as assigned.

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications

Required: Master's degree from an ALA accredited library program. Completed graduate-level coursework in cataloging.

Preferred: Academic library experience in cataloging. Working experience with Voyager Library Information System. Experience providing effective bibliographic description of a diverse variety of materials, both print and online. Working experience with staff-side functions of an integrated library system. Experience with OCLC Connexion. Experience with collection management in assigned subject areas.

Knowledge, Skills and Abilities:

Required: Demonstrated in-depth understanding of: MARC21 bibliographic format; LC cataloging policies and procedures; LC classification schedules and practices; LC subject headings; current cataloging rules. Evidence of strong organizational, communication, and interpersonal skills. Ability to follow technical instructions and to resolve bibliographic problems. Must work with accuracy and attention to detail. Ability to work cooperatively with faculty, staff, and students. Commitment to professional involvement and continuing education. Ability to work independently and collaboratively in teams and in a changing environment.

Preferred: Proficient knowledge of cataloging duties using an integrated library system. Demonstrated planning, problem solving, analytical, management and leadership skills. Strong customer service orientation. Knowledge of next-generation search platforms. Competency with MS Outlook and other MS Office suite of applications.

Salary and Benefits

Recommended Salary: $32,363 - $36,170 annually

Deadline

05/15/2012

Application

On-line staff application with cover letter, resume, a list of three professional references, and degree transcripts attached is required. Additional degree transcript may be attached, but is optional.

Applications received by May 15, 2011 will receive priority consideration.
For technical assistance, please call 405-974-2327.

For official job posting and application, visit:
jobs.uco.edu/applicants/Central?quickFind=72987

Position Title
Librarian

Institution
Nashua Public Library

Location
Nashua, New Hampshire

General Information
POSITION: LIBRARIAN (Full-Time, 40 hrs/week)
SUPERVISOR, MUSIC / ART / MEDIA DEPARTMENT

AFFILIATION: AFT LOCAL #4831

Position Details
The duties of this full-time position in a busy public library include direct patron service at the desk as well as supervision and collection development. This position does require some evening and weekend hours. Our Music/Art/Media (MAM) department houses a circulation desk which also offers reference help, a public computer lab, and our media and print MAM collections. The supervisor manages and schedules 7 employees, selects materials, and oversees the development and maintenance of all MAM collections. This person also manages MAM physical space and furnishings, and works with library security staff to enforce the code of conduct. Other duties include telephone, walk-in, and computer-based patron assistance. This person may serve as the library's liaison to a variety of community organizations and events to actively promote the library's services. A complete job description is available through the city's Human Resources office.

Qualifications
MINIMUM ENTRANCE REQUIREMENTS

ALA accredited M.L.S. degree and 5 years experience in a library. Supervisory experience is required. Applicant must have excellent communication skills, demonstrated aptitude for supervising staff and serving the public, and be willing to lead by example. Applicant must have experience with library automation systems. The ability to work with a diverse public in a fast-paced environment is a must. Applicant must be well organized and possess good oral and written communication skills. Applicant must be able to handle situations with tact, courtesy, and good judgment. Knowledge of music and/or fine arts is preferred but not required.

Salary and Benefits
Salary not to exceed $52,756 depending on experience; Grade 8

Deadline

APPLICATION PROCEDURE: Submit applications/resume, list of three professional references and cover letter in the 'City Job Postings' section of the City of Nashua website: www.nashuanh.gov

Applications must be received online by 5 PM on Friday, May 18, 2012.

EQUAL OPPORTUNITY EMPLOYER, M/F/H (EMPLOYMENT RECRUITMENT SHALL BE CONSISTENT WITH ALL STATE AND FEDERAL LAWS 1485 05-01-12

Position Title
Library Specialist IV (Music & Digital Resources Cataloging/Metadata Specialist)

Institution
Southern Methodist University

Location
Dallas, Texas

General Information
Job ID: 900162
Location: Central University Libraries
Subdivision/Area: Technical Services

Position Details
The Music & Digital Resources Cataloging/Metadata Specialist determines, creates and maintains description of and access to music and other special materials for Central University Libraries (CUL) in a variety of formats, including print materials, sound recordings and digital objects.

Primary duties and responsibilities include, but are not limited to:
• Determine and maintain description of and access to music scores and sound recordings, donated collections and special collections materials for CUL according to accepted standards and in a variety of languages;
• Create and maintain description of and access to digital objects according to accepted standards and in a variety of languages;
• Participate in efforts of digitization and metadata creation for other collections, including the digital repository.

Qualifications
Education and Experience

A high school diploma or equivalent is required. Bachelor’s degree is strongly desired, preferably in Music or the Arts in general. Library course work, specifically in cataloging/metadata creation, as well as knowledge of a foreign language are strongly preferred.
A minimum of two years of work experience in a related setting is required.

Knowledge, Skills & Abilities

Candidate must demonstrate strong problem-solving and interpersonal communication skills.

Candidate must demonstrate strong organizational skills and the ability to prioritize and manage multiple tasks. Must also be flexible and able to implement changes in policy and procedure.

Candidate must be a self-starter with the ability to work independently as well as part of a team. A strong focus on attention to accuracy and detail is essential.

Candidate must possess a strong working knowledge of Windows operating system, MS Office, e-mail and web browsers. Experience with an integrated library system, such as ExLibris’ Voyager or a digital asset management system, such as ContentDM, is strongly preferred.

Salary and Benefits

Hourly Rate: $14.10 an hour

Deadline

Priority consideration may be given to submissions received by May 16, 2012.

Deadline to Apply: May 23, 2012

Application

SMU is AA/EO employer committed to excellence through diversity.

To apply, visit:
https://access.smu.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=900162&SiteId=1&PostingSeq=1

Position Title
Jazz Loft Project Archivist

Institution
Duke University

Location
Durham, North Carolina

General Information
1 Year Term Appointment

The Jazz Loft Project Archivist arranges, describes, digitizes, and preserves the Jazz Loft Project collections. S/He consults with the Duke University Libraries’ Digital Production Center to develop standards and procedures for the preservation reformatting of audio materials in these collections.
Environment
Since its founding in 1924, Duke University has grown into one of the most prestigious private universities in the world and its medical center ranks annually among the top in the nation. The Duke University Libraries are the shared center of the university's intellectual life, connecting people and ideas. The Libraries consist of the Perkins Library, Bostock Library, Rubenstein Rare Book and Manuscript Library, Lilly Library, and Music Library, and the library at the Duke Marine Laboratory in Beaufort. Duke's library holdings of 6.2 million volumes are among the largest of private universities in the United States.

Duke's hometown is Durham, North Carolina, a city with vibrant research, medical and arts communities, and numerous shops, restaurants and theaters. Durham is located in the Research Triangle, a growing metropolitan area of more than one million people that provides a wide range of cultural, recreational and educational opportunities. The Triangle is conveniently located just a few hours from the mountains and the coast, offers a moderate climate, and has been ranked among the best places to live and to do business.

Duke offers a comprehensive benefit packages which includes both traditional benefits such as health insurance, leave time and retirement, as well as wide ranging work/life and cultural benefits. Details can be found at: http://www.hr.duke.edu/benefits/

Position Details

Responsibilities
Arranges and describes the archival and manuscript collections; prepares descriptive tools for collections, including standardizing pre-existing metadata; encodes texts of finding aids for the Web. Develops preservation and access plans for audio and visual material in the Jazz Loft Project collections, including researching equipment and storage needs, working with the Digital Production Center and the Moving Image Archivist to set standards and develop workflows for reformatting, making outsourcing recommendations in collaboration with the Library Preservation Officer, and collaborating with Research Services to ensure finding aids accurately describe how and under what circumstances materials can be retrieved. Indexes and oversees the transcription of oral histories, including writing a summary of each interview and a brief biographical note about the interviewee; verifies that each interview includes the necessary permission form to make the interview available for research; and copy edits transcripts as necessary to ensure their accuracy. In conjunction with the Head of Collection Development for the Rubenstein Library and the University Archivist, packs, labels, documents and transfers archival material from the Center for Documentary Studies to the Rubenstein Library. Performs special projects and other duties as assigned.

Supervisory Responsibilities
May supervise interns and/or student assistants

Qualifications

Qualifications
It is the expectation that all Duke University Library staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

Education
Required: ALA-accredited MLS or advanced degree in history, music, cultural studies, or a related field.

Preferred: Coursework in music and/or a jazz-related curriculum.

Experience
Required: Working knowledge of standard archival procedures typically acquired through one year or less of performing archival processing; familiarity with music archives and special collections; knowledge of media lifespan, storage requirements, and reformatting options; excellent interpersonal, oral and written communication skills; strong attention to detail; ability to work independently and as a member of a team.

Preferred: Prior experience working in an academic research library, particularly with archival music collections; familiarity with preservation issues affecting analog audio and visual materials; experience using Encoded Archival Description; experience manipulating data in Excel spreadsheets; working knowledge of computer-based technology in libraries, including the use of an integrated library system.

Working Conditions
Must be able to lift 40 pounds and unpack, shelve and shift large quantities of library materials Must be able to work in an environment in which exposure to materials containing dust and mold is possible Frequent bending, crouching, stooping Normal office environment Occasional weekend work Occasional travel may be required These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Salary and Benefits
Salary and rank dependent on qualifications and experience.
Comprehensive benefits package includes 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance and support for professional development and training.

Application
Send cover letter, detailed resume and the names, addresses (mailing and e-mail), and telephone numbers of three references to: Teresa Tillman, Library Human Resources, at library-jobs@duke.edu. Please include JAZZ in the subject line. Review of applications will begin in Late-May and will continue until the position is filled.

Applications which are missing any of the components listed above will not be reviewed.
Duke University is an Equal Opportunity/Affirmative Action employer. The Duke University Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

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<td>Sound Archive Librarian, Archive of Recorded Sound</td>
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<th>Institution</th>
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<td>Braun Music Center, Stanford University</td>
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<th>Location</th>
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<th>General Information</th>
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<tr>
<td>Classification: Assistant Librarian or Associate Librarian. This position is double posted at the 3P1/3P2 levels. Compensation and rank will be based on relevant qualifications and experience.</td>
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<td>Appointment Date: As soon as possible.</td>
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<td>Responsible to: Head Librarian, Music Library and Archive of Recorded Sound</td>
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The Stanford University Libraries and Academic Information Resources (SULAIR) invite applications and nominations for the Sound Archives Librarian. This is an Academic Staff continuing appointment.

The person in this position has a wide variety of responsibilities for providing access to materials, assisting the public in use of the collection, transferring archival recordings to digital form for patron use, preserving the Archive’s physical collections, and supervising staff and student assistants. The librarian will actively manage the collection of historical recordings acquired by the Archive. The position provides an opportunity for exploring and implementing creative solutions to providing access to large numbers of recordings and an equally creative approach to public service in one of the world’s most important sound archives at a leading research institution.

Background
The libraries of Stanford University consist of over nine million volumes and over 400 staff members and include the University Libraries system and five “coordinate” (school or institution) libraries. The Stanford University Libraries consist of a main research library (Green Library) and twelve research branch libraries serving the sciences, social sciences and humanities.

The Archive of Recorded Sound was established in 1958 and is one of the largest sound archives in the United States. It was one of the first major collections devoted to the acquisition, preservation, and dissemination of historically and artistically significant sound recordings. The Archive’s holdings number over 350,000 ranging from early cylinder recordings to the latest digital files and includes a comprehensive reference collection on recording history and discography. The staff of the Archive work
closely with the staff of the Music Library which together consists of 4 FTE professional staff and 4 FTE support staff plus student assistants.

The Archive of Recorded Sound is part of the Collections and Services Program that report to the Assistant University Librarians for Public Services and Collection Development.

Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and individuals with disabilities.

**Position Details**

Specific Responsibilities:

Using existing and emerging metadata schemas (MODS, Dublin Core, MARC, etc.), together with traditional cataloging standards (RDA, LCSH), techniques and EAD archival finding aids, supports creation, organization, and maintenance of various forms of metadata to facilitate discovery and access to historical audio recordings, in their original and digitized formats as appropriate.

Collaborates with Music and ARS staff to evaluate, select and apply metadata schemas and techniques, standards, data elements and thesauri to provide description and access to audio recordings. Actively pursues innovative discovery techniques as they emerge and adapts them to local environment.

Responsible for associated authority work and quality control as defined for particular schemas and according to local procedures. Searches authority files, creates and updates name, name-uniform title and series authority records.

Answers reference questions from patrons regarding the ARS collections and related public service duties.

Digitizes individual audio recordings for preservation, personal research, or class use. Maintains audio room in Archive of Recorded Sound. In collaboration with technicians and expert partners, keeps software up to date, and performs routine maintenance & repair. Manages scheduling of use of audio room. Supervises operations manager in audio room tasks.

Collaborates with Media Preservation lab to create discovery/content metadata for digitized audio collections and to manage digitization workflow.

Maintains the ARS website by revising and writing new text using Drupal.

Supervises the Operations Manager and student assistants in the Archive of Recorded Sound.

Oversees inventory control of ARS collections performed by the operations manager and student assistants including barcoding, shelving, and paging materials to and from remote storage.

Assists the Head Librarian in the review and assessment of gift collections as necessary.
Assists the Head Librarian in conducting tours, class and public presentations, and other outreach activities.

Assists in the preparation and writing of grant proposals.

**Qualifications**

MLS/MLIS degree from an ALA-accredited graduate school is required or work in progress toward the degree.

B.A. in music or equivalent or work in progress toward the degree is required with demonstrated subject knowledge of music history and theory. A graduate degree in music is highly desirable.

Knowledge of reference materials and research tools in music and audio recordings; knowledge of audio recording history; and knowledge of discography is required.

Knowledge of audio archives principles and practices is required. At least 2 years of experience working in a sound archive is required.

Theoretical and practical knowledge of current cataloging/metadata procedures and principles as defined in RDA, MARC21, Dublin Core, MODS, METS, DACS, and EAD. Ability to provide mapping between different metadata standards in a dynamic environment. Knowledge of XML and XSLT. Ability to rapidly learn and implement new cataloging procedures, principles, schemas and relevant thesauri or ontologies, as required.

Experience with Sirsi Symphony, Archivists’ Toolkit, and Drupal is desired. The ability to learn these systems rapidly is required.

Theoretical and practical knowledge of digitization principles and practices or the ability to rapidly learn audio digitization, preferably with specific experience in media digitization and with audio equipment. Proficiency with WaveLab or other audio digitization applications desirable. Basic knowledge of audio preservation best practices.

High level of proficiency using PC-based applications (Windows, word processing, spreadsheets) and other computer applications (email, Internet); high level competency kept up to date through continuous learning.

Ability to manage staff positions and student assistants. Excellent written and verbal communication skills.

Sound working knowledge of at least one modern European language, German, French or Italian strongly preferred; working knowledge of other European languages.
Application

Applicants should apply via: http://jobs.stanford.edu. Please supply a cover letter, a complete statement of qualifications, a full resume of including education and relevant experience, and the names and addresses of three references with knowledge of one’s professional qualifications for this position.

Position Title
Music Librarian (Half-time)

Institution
University of Michigan

Location
Ann Arbor, Michigan

General Information
The University of Michigan Music Library supports the teaching and research interests of the School of Music, Theatre and Dance, interdisciplinary collaborations within the larger University of Michigan community, and general service to the public. Among the busiest libraries in the University Library system, the Music Library holds more than 240,000 items, including scores, audio recordings, videos, and numerous special collections. The School of Music, Theatre and Dance, one of the oldest and largest in the country, has approximately 150 faculty and over 1,000 students from all 50 states and almost two dozen countries. The school offers an array of programs – undergraduate through doctoral – in nearly all fields of music, dance, and theatre. This is a half-time position.

Position Details
Under the general supervision of the Head of the Music Library, the Music Librarian is responsible for providing professional library services including reference, instruction, collection development, maintenance and development of the library’s website, and serving as a liaison to selected faculty departments and programs. May provide assistance in Theatre, Dance, or a number of specialized music areas.

Duties include:

Reference, Instruction and Outreach (75%) · Provides reference and specialized research support to Music Library users; assists in training of staff and student assistants; participates in designing, implementing, and evaluating the effectiveness of Music Library reference programs, both onsite and virtual.
  · Leads Music Library instruction activities, including design, implementation, and evaluation of services and programs; identifies and addresses instructional needs of Library users; prepares and updates paper and online guides to Music Library resources and services; gives classroom presentations and orientations.
  · Works closely and collaboratively with School of Music, Theatre and Dance faculty in selected areas to meet specific research and instructional needs; facilitates communication to faculty in selected departments regarding Music Library collections and services.
Website Design and Maintenance (15%)
Assumes primary responsibility for the Music Library website development, updating, and technical maintenance.

Other Activities (10%)
Represents the Music Library on University and University Library committees; participates in professional activities; manages library projects as appropriate or assigned.

Qualifications
Required:
· Master’s degree from an ALA-accredited library school and undergraduate degree in music, or equivalent amount of education and experience · Effective oral and written communication skills · Familiarity with issues related to music librarianship · Demonstrated ability to work effectively with culturally diverse faculty, staff, and student populations.

Desired:
· Graduate degree in music · One or more years of reference experience in an academic setting · Experience creating and maintaining web pages and web-based resources

Salary and Benefits
It is anticipated that the position will be filled at the Assistant Librarian level; final rank and salary are dependent on experience and qualifications. Librarians receive 24 days of vacation a year, 15 days of sick leave a year with provisions for extended benefits, as well as opportunities for professional development and travel.

Further information regarding benefits can be found at http://benefits.umich.edu/benefitgroups/faculty.html.

RETIREMENT OPTIONS: TIAA-CREF and Fidelity Investments options available.

Deadline
Review of applications will begin 6/15/12 and continue until the position is filled.

Application
Email a cover letter and CV as an attachment to libhumres@umich.edu, addressed to:

Jane Havens
Head of Library Human Resources
404 Hatcher Graduate Library North
University of Michigan, Ann Arbor, MI 48109-1190

For further information, call 734-764-2546 between 8:00 A.M. and 5:00 P.M., Monday-Friday.

The University of Michigan is a non-discriminatory, affirmative action employer.
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<tr>
<th>Position Title</th>
<th>Director of Music Library Information Resources</th>
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<td>Institution</td>
<td>Curtis Institute of Music</td>
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<td>Location</td>
<td>Philadelphia, Pennsylvania</td>
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**General Information**
The Curtis Institute of Music (Philadelphia, PA) educates and trains exceptionally gifted young musicians for careers as performing artists on the highest professional level.

One of the world’s leading conservatories, Curtis is highly selective, with an enrollment of about 165. In this intimate environment, students receive personalized attention from a celebrated faculty. A busy schedule of performances is at the heart of Curtis's distinctive "learn by doing" approach, which has produced an impressive number of notable artists since the school's founding in Philadelphia in 1924.

Grounded in this rich heritage, Curtis is looking to the future in a flexible and forward-thinking way, evolving strategically to serve its time-honored mission.

The John de Lancie Library is located in the Milton L. Rock Resource Center at Curtis. The library holds more than eighty thousand music scores, books, and recordings for study and performance. In addition, the library collects and archives manuscripts, gifts of music, and memorabilia of Curtis and people associated with it.

**Position Details**
The John de Lancie Library is at a transformational moment in its history. Following upon the remarkable 35-year tenure of the previous director, there is an opportunity for a new librarian to build upon that foundation and to re-imagine the place and function of the music library as a vibrant learning destination that sits at the intersection of the curriculum, technology, and the library's collection. We seek a director who can appreciate and utilize the library with its abundant resources, but also usher in new thinking about how to optimize those resources to enhance the student and faculty experience.

The new librarian will be charged with creating an integrated, interactive educational environment within an inviting atmosphere. Curtis seeks a dynamic leader who will work collaboratively with faculty and administrators to realize the relevant portions of the school's strategic plan and to encourage the Curtis community to utilize the library as a gathering place for both individual and group learning and discovery.

The position of Director of Music Library Information Resources is full time, reporting to the vice president and dean. The Director currently supervises 5 full- and part-time library staff members. The Director also trains and supervises student assistants.
The Director is responsible for developing and managing the budget, staff and all administrative functions relating to the music library and archives of Curtis Institute of Music.

Additional responsibilities include:
* Maintaining the collection, including scores, books, periodicals, rare materials, sound recordings, and electronic resources
* Recommending and purchasing new resources for the collection, in collaboration with major faculty, liberal arts faculty and musical studies faculty, including scores (performance and research) and recordings
* Serving as a member of the school's Education Committee, and other committees as appropriate
* Reviewing and acknowledging gift materials to the library

**Qualifications**

**Education/Experience:**
* MLS or MLIS from an ALA-accredited institution required; Master's or PhD in music or musicology or related field preferred
* 3 to 5 years of relevant professional experience developing and maintaining a music library collection
* Reference and instructional experience in an academic or research library
* Familiarity with trends in digital media and formats, as well as all relevant database programs; experience with Web site development

**Knowledge/Skills/Abilities:**
* Ability to interact effectively with faculty, students and staff from diverse backgrounds
* Working knowledge of one or more foreign languages
* Excellent oral and written communication skills
* Teaching experience; the ability to teach a course to undergraduates that incorporates bibliographic and related research skills is preferred.
* Awareness of industry trends; experience with strategic planning and a willingness to think broadly about the place and future of the music library in the life of Curtis is preferred.

**Working Conditions/Physical Demands:**
Routine for office environment. The employee will be required to perform the essential functions of the job and is included in a weekend coverage rotation.

**Salary and Benefits**
Curtis offers a competitive salary, commensurate with experience, and an attractive benefits package.

**Deadline**
June 1, 2012

**Application**
For best consideration, interested and qualified applicants should electronically submit a resume, two professional references, and salary requirements to: humanresources@curtis.edu by June 1, 2012. Position will be open until filled. No phone calls, please.
EOE.

Full details:
or
http://www.curtis.edu

Position Title
Interim Music Librarian

Institution
University of Utah

Location
Salt Lake City, Utah

General Information
The University of Utah School of Music offers the BA, BM, MA, MM, DMA, and PhD degrees with programs in conducting, composition, jazz studies, music education, music theory, musicology, and performance. It includes over 450 majors plus 34 full-time and 56 part-time faculty members. Its music library (the McKay Music Library) houses a listening lab/computer facility with over 13,000 CD recordings and 4,000 circulating scores and books, along with the Maurice Abravanel Studio, the Leroy Robertson Collection, and the Mariska Aldrich Archive.

Position Details

Responsibilities

1) Work with appropriate School administrative staff in managing budgeted accounts for personnel and acquisitions, gift accounts, petty cash, and any other fiduciary matters.

2) Hire, assign, train, and supervise library personnel, if vacancies occur. Create a schedule for front desk attendants.

3) Work with School of Music faculty in the acquisition of resources and the evaluation of gifts from donors.

4) Work with School of Music and College of Fine Arts technology support staff in the maintenance and updating of library computer systems and peripherals.

5) Uphold, and revise as necessary, policies concerning patron access to, and the preservation of, the McKay Library’s resources.

6) Schedule regular meetings with the Director of the School of Music to report progress, articulate needs, and discuss issues regarding the operation of the McKay Library.

7) Work with large ensemble directors (band, choral, orchestral) in managing the School of Music’s Performance Music Collection.
8) Serve as a liaison, and collaborate as needed, with the librarians and professional staff at the Marriott Library, the main research library for music at the University of Utah.

9) Other tasks necessary to ensure the smooth and professional operation of the McKay

**Qualifications**

1) Bachelor’s degree in, or extensive knowledge of, music, primarily classical and jazz.
2) Administrative experience in libraries or similar work environment.
   a. Aptitude for managing, or experience with, budgets
   b. Aptitude for learning, or experience with, integrated library systems (the staff-side of the library catalog).
3) Experience with supervision of employees and/or volunteers.
4) Proficiency with basic productivity software, in particular Microsoft Word.

**Salary and Benefits**

For 20 hours per week from July 2012 until December 31, 2012:

Benefits: Payment Range of $15,000 to $18,000
No benefits

**Deadline**

7/6/12

**Application**

Please apply at the following website:
https://utah.peopleadmin.com/postings/16596

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**Position Title**

Music Librarian for Audiodigital Services

**Institution**

University of South Carolina

**Location**

Columbia, South Carolina

**General Information**

The University of South Carolina enrolls approximately 22,500 undergraduate students and 6,500 graduate students on the Columbia campus. The University Libraries owns in excess of 3.5 million volumes, 1 million manuscripts, 325,000 maps, and 944,000 government documents; and houses the University's special collections. University Libraries is a member of LYRASIS, OCLC, the Association of Research Libraries, and the Center for Research Libraries. The University of South Carolina Music Library is a branch of the main University Libraries system and is located in the School of Music. For more information about the Music Library, visit http://library.sc.edu/music/index.html.

The School of Music, a program with a national reputation for artistic and scholarly excellence, features an acclaimed faculty that teach 500 undergraduate and graduate music majors, specializing in virtually every orchestra and band instrument, voice, piano, organ and guitar. The School offers more than twenty degree programs including music education, performance, jazz, composition, theory, history and conducting. The main Music building features more than 100
acoustically designed rooms for practicing, rehearsing and teaching, an intimate Recital Hall ideal for solo recitals and chamber music, a music technology center and a fully-equipped recording studio. The School of Music enriches the musical life of the university and the city of Columbia by offering approximately 250 concerts a year by such groups as the USC Symphony, the Palmetto Pans, Opera at USC and Carolina Alive, among many others.

Position Details
The libraries of the University of South Carolina seek a dynamic music librarian with excellent interpersonal skills to manage audio and digital services offered by the Music Library. Reporting to the head of the music library, this librarian will be responsible for:

1. digital projects including digital preservation of print and audio special collections
2. maintaining audio equipment
3. performing triage on music library’s computer hardware and software
4. working with the webmaster to maintain and update the Web presence for the Music Library
5. liaison to the University Libraries’ Systems Department for the Music Library
6. working closely with the University Libraries Web Development Office and with the Digital Collections Department
7. periodically providing instruction and reference to the School of Music and university community.

Qualifications
Minimum qualifications:
MLS from an ALA accredited library school; Bachelor’s degree in music; Web design experience, including familiarity with web design and software such as Photoshop and Dreamweaver; Experience with coding languages, such as HTML, CSS, PHP, XML, and JavaScript; Proficiency with Microsoft Windows, Microsoft Office Suite and Adobe Acrobat; Experience with audio digitization hardware and software as well as issues in audio preservation; Ability to work both independently and collaboratively in a collegial, team work environment and maintain positive professional working relationships; Excellent communication, organizational, and time- and project-management skills. SLED background check is required.

Preferred Qualifications:
Advanced degree in music; Experience with archival and/or special collections materials strongly preferred; Familiarity with copyright law and licensing issues for sound recordings and digital images; Experience with Encoded Archival Description (EAD) finding aids and Archivists Toolkit; Familiarity with controlled vocabulary, metadata use and practice, and associated standards, such as MODS, METS, RDF, and Dublin Core; Basic understanding of database design (Access, MySQL); Experience with Innovative Millennium ILS or other ILS software; Experience with digital image management and collections, such
Knowledge of major music reference resources and databases; Reference and/or instructional experience in an academic library.

**Salary and Benefits**

$38,000. Competitive benefits, including vacation and sick leave, medical/dental/life insurance plans, tuition remission, and state retirement or optional retirement plan. Full-time (37.5 hours per week) 12-month unclassified, tenure-track, faculty status position with the rank of Librarian. University of South Carolina librarians are required to fulfill faculty responsibilities, including professional service.

**Deadline**

The search committee will begin reviewing applications on August 13, 2012 and will continue until the position is filled.

**Application**

Apply online at [https://uscjobs.sc.edu](https://uscjobs.sc.edu) (search by Requisition 004964). The cover letter, explaining the reason for your interest and qualifications, should be addressed to Chair, Music Librarian for Audio and Digital Services Search Committee. Three references submitted must include names, addresses, telephone numbers, and e-mail addresses.

Minorities and women are encouraged to apply. USC is an EOE.

**Position Title**

Music Librarian

**Institution**

University of Florida

**Location**

Gainesville, Florida

**General Information**

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at [http://www.ufl.edu](http://www.ufl.edu).

THE GEORGE A. SMATHERS LIBRARIES

The George A. Smathers Libraries is a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS.
The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/backpage.html. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

ARCHITECTURE AND FINE ARTS (AFA) LIBRARY Located in Fine Arts Building A, with 130,000 volumes and an array of other formats, AFA Library is one of the largest visual arts and design collections in the Southeast. The collections of AFA Library primarily supports academic programs associated with the College of Design, Construction & Planning and the School of Art & Art History.
In addition to 130,000 bound volumes, the library holds an extensive video collection. The library also holds over 1,000 historic preservation documents created by the UF School of Architecture and several hundred student projects each from landscape architecture and construction disciplines. The library's specialization and size make it an important university, state, and regional resource. In addition to its resources, the library's unique space features double-decker carrels, which dominate the wood-paneled reading room with its 20-foot high ceiling.

MUSIC LIBRARY
The Music Library, currently located on the second floor of the Music Building, supports the research needs of the School of Music faculty, students and staff, as well as researchers in other disciplines. The collection currently holds music monographs, periodicals, and scores, as well as sound and video recordings in various formats.

COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. A recent article in Florida Trend Magazine offers an in depth Community Portrait of Gainesville and the University of Florida. The area has numerous cultural institutions and is a haven for sports fans.
Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

Position Details
RANK: Assistant University Librarian or Associate University Librarian
REPORTS TO: Head, Architecture & Fine Arts (AFA) Library

JOB SUMMARY:
The University of Florida George A. Smathers Libraries seeks a creative and service-oriented Music Librarian. The Music Librarian is a tenure track library faculty position which will provide reference...
assistance, instruction, outreach and collection management to support the faculty and student populations and the academic programs associated with the UF School of Music. The Music Librarian will work collaboratively with other members of the Architecture & Fine Arts Library faculty and staff to plan and deliver services to the wider audience served by that library, and to the University community. The library encourages staff participation in reaching management decisions and consequently the Music Librarian will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Music Librarian will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in work activities. The Music Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES:
* Serves as primary liaison between the Libraries and the School of Music administration, faculty and students, taking initiative to identify and meet their resource and service expectations and to facilitate ongoing communication regarding library resources and services
* Develops the Music collections in a systematic and balanced manner, selecting both current and retrospective materials to support the curricular and research needs of the university community
* Manages the operations and staff (2.0 FTE staff + student assistants) of the Music Library until the collection becomes integrated with the Architecture & Fine Arts (AFA) Library
* Contributes to the efficient management of the Architecture & Fine Arts Library’s facilities, public service programs, and technical functions
* Provides both general and specialized reference and instructional services
* Creates instructional materials, including online research guides
* Contributes to the Libraries, the University, and the profession through substantive involvement in scholarship and service activities
* Works in concert with colleagues in the Smathers Libraries to plan and facilitate the anticipated move and integration of materials and equipment from the current Music Library into the Architecture & Fine Arts Library and Library West.

Qualifications
Required:
* Master’s degree in Library Science from an ALA-accredited institution or equivalent library degree
* Bachelor’s degree with a major in music, or substantial coursework in music; or 5 years of directly relevant professional experience
* Minimum 2 years of relevant experience for appointment as Assistant University Librarian
* Minimum 8 years of relevant experience required for appointment as Associate University Librarian
* Broad knowledge of music literature and research sources
* Excellent verbal and written communication skills
* Ability to work both independently and collaboratively with faculty, students, administrators and the general public
* Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment
* Strong potential for meeting the requirements of tenure and promotion (outlined at http://www.uflib.ufl.edu/pers/cdh)

Preferred:
* Graduate degree in music or related discipline
* Experience working in a branch or departmental library
* Academic library experience with collection development, public services and/or technical services
* Experience or expertise in the development and delivery of research instruction
* Supervisory experience
* Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work

Salary and Benefits
SALARY: Minimum Salary $45,417 for Assistant University Librarian; Minimum Salary $55,190 for Associate University Librarian; Actual salary and appointment rank will reflect selected professional’s experience and credentials

BENEFITS:
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://www.hr.ufl.edu/training/neo/default.asp.

Deadline
July 30, 2012 Applications will be reviewed as received.

Application
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the George A. Smathers Libraries in the selection process.

Please note that this posting has specific instructions for the submission of application materials which are outlined on our website at http://web.uflib.ufl.edu/pers/careers.htm, and in the APPLICATION PROCESS section below. Failure to submit the required documents may result in the application not being considered.

Please submit application materials via e-mail. Send, as attachments (MS-Word and PDF format preferred), a cover letter detailing your interest in and qualifications for this position; a written
statement discussing the special nature of an academic music library, including emerging issues of collection management and services (250 words); your current resume and a list of three references including their address, telephone and email information. Apply by July 30, 2012 (applications will be reviewed as received). Send all required application materials to Tina Litchfield Pruitt, Smathers Libraries Human Resources Office, at: tpruitt@ufl.edu.

Position Title
Library Branch Coordinator / Library Assistant III
Institution
Colby College
Location
Waterville, Maine
General Information
Founded in 1813, Colby College is the 12th-oldest independent liberal arts college in the nation enrolling 1825 students who represent 45 states and more than 67 countries on a beautiful 713 acre campus in central Maine. Colby seeks a:

Library Branch Coordinator / Library Assistant III Bixler Art & Music Library Customer Service & Library Administration

30 Hour Position (during Academic year schedule, may include evening shift or weekend hours) The Library Branch Coordinator / Library Assistant III will report to the Assistant Director of Customer Service & Library Administration and assist with managing the Bixler Art and Music Library to meet the needs of the community. The Library Branch Coordinator / Library Assistant III is responsible for directing the day-to-day operations of the facility and its student staff; including administrative, supervisory and professional duties.

Position Details
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Assist in developing goals, plans, programs, services and procedures for each library in consultation with stakeholders both in the libraries and the larger campus community.
Hire, train, schedule and supervise the work of student employees, including conducting performance evaluations and initiate appropriate correction action as required.
Interpret library policies and procedures for the staff and public; resolve customer, circulation and personnel issues.
Assist customers in the use of the library collections, provide basic reference services and appropriately refer more complex inquiries.

Secondary Duties:
Participate in project work groups and committees, budget creation and data collection for control & assessment, may participate in professional associations.
Receive and process materials for Reserve and remove at semester end.
Enforce Fair Use Guidelines for copyrighted material.
Perform administrative record keeping and reporting, including financial and activity reports, and timesheets.
Assist Collection Management with stacks maintenance and/or summer projects and coordinate summer services with Special Programs.
Ensure that the library facility and equipment are in good working order, including resolving or reporting maintenance problems. Maintain adequate office supplies and machines.
Provide security for facility including: prevent theft, monitor noise and behavior, control keys and access, respond to alarms, effect emergency procedures in case of fire, flood, etc.
Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Library & Library Management policies and procedures.
Working knowledge of the principles and practices of supervision.
Public relations and customer service methods practices and procedures.
Computer hardware, software and peripherals utilized in automated library systems and modern office.
Provide leadership to the local branch in developing and maintain a positive, helpful and professional approach to the overall community as well as to individual customers.
Manage time to maximize productivity.

Qualifications

The Library Branch Coordinator / Library Assistant III must possess a minimum of:

Bachelor's Degree; college/university major or coursework in Art, Music, Business Administration or Library Science is preferred
Excellent organizational and interpersonal skills

Preferred skills:

Supervisory experience
Some foreign language skills
Previous library work experience
An understanding of budgeting and expense tracking is desirable

PHYSICAL ENVIRONMENT & EFFORT: The Library Branch Coordinator / Library Assistant III works in a variety of settings, most of the tasks are performed in an office setting. The remaining tasks are spent in direct contact with clients on and off-campus. The Library Branch Coordinator / Library Assistant III has extensive contact with people inside and outside of the College--students, faculty, clients and guests.
This job also requires frequent sitting, standing, walking, bending, reaching, talking and hearing. Specific vision abilities required by this job include close vision and the ability to adjust focus.
Deadline
Open until filled

Application
Interested candidates may apply electronically by clicking the "Apply Now" button at
http://www.colby.edu/administration_cs/humanresources/employment/lib_branch_coard_asstiiii.cfm
or please submit your letter of application, resume and the names and telephone numbers of three
references to:

Library Branch Coordinator / Library Assistant III - Search Human Resources Colby College
5500 Mayflower Hill
Waterville, ME 04901-8855

A review of applications will begin immediately and will continue until the position is filled.

Colby is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity,
and strongly encourages applications and nominations of persons of color, women, and members of
other under-represented groups.

For more information about the College, please visit the Colby web site: www.colby.edu.
research guides and providing individual and classroom-based instruction;
• oversight of Audiovisual Center operations, including the supervision of one library specialist;
• development and improvement of media delivery methods.

Qualifications
Master’s degree in library science from an ALA-accredited institution is required. Degree in music is strongly preferred.
Experience in an academic or arts library is preferred.

• Candidate must demonstrate excellent verbal and written communication skills, knowledge of music and media technology, and the ability to work effectively with faculty and students.
• Candidate must demonstrate familiarity with library resources in all formats as well as copyright law and licensing issues as they pertain to sound recordings.
• Must also possess the ability to learn and apply new technologies quickly.

Salary and Benefits

Deadline
Priority consideration will be given to submissions received by June 29, 2012. The position is open until filled.

Application
Please visit our website http://smu.edu/hr/recruit/ to access the online application. Click on “Career Opportunities” and apply to Job ID# 900204.

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU’s commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

Position Title
Director of the Research Commons, Assistant or Associate Professor

Institution
Southern Illinois University Edwardsville

Location
Edwardsville, Illinois

General Information
UNIVERSITY ENVIRONMENT: Southern Illinois University Edwardsville is twenty minutes northeast of St. Louis, Missouri. The University is situated on 2600 acres of rolling land and woods along bluffs, a few miles from the Mississippi River. Serving approximately 14,000 students and with about 80,000 alumni, SIUE has a major impact on a region well known for affordable living and a high quality life. Lovejoy Library maintains a collection of more than 1,000,000 volumes and subscribes to more than 19,000 print and digital serials and periodicals. Additional information regarding Library and Information Services and the University can be found at the web site:
DESCRIPTION OF DUTIES: Reports to the Dean of Library and Information Services (LIS). The Director of the Research Commons is a member of the Administrative Team, responsible for managing all units of the Research Commons including reference services, collection management, subject liaison librarians, and University Archives & Special Collections. The Director works with the Commons faculty and staff to plan, develop, implement, and assess all aspects of the Research Commons. The Director and subject librarians provide input to the Director of Instruction and Outreach in developing the general instruction program. As an information professional in a tenure-track faculty position, regular contributions are required in scholarship, research and other creative activities in library and information science, or related disciplines. A high level of proficiency in librarianship, including the use of relevant technology and best practices in public services is expected.

PRIMARY RESPONSIBILITIES:
* Provides leadership in long-range planning and transformational change
* Leads the planning, management, and oversight of the Research Commons, ensuring continuous innovation and excellent user experience
* Trains, evaluates and directs the work of faculty and staff in the Research Commons
* Plans and develops services that enhance support of curriculum, research, and information needs for SIUE students, faculty, and staff
* Works closely with students and faculty to identify and meet their changing needs, focusing on both the library’s physical facilities and online environment
* Engages in continual assessment of evolving user needs and adapts services appropriately
* Coordinates comprehensive staff training and development for the Research Commons
* Promotes the Research Commons so that users are aware of its technology-enabled spaces and services
* Manages the evolution of the library’s information resources to match the needs and behaviors of users and enhances and promotes access to the library’s print and digital collections
* Fosters an environment of collegiality, respect, and teamwork that empowers library personnel to accomplish the goals of the organization
* Provides input to the Director of Instruction and Outreach in the development of the general instruction program.
* Plays a leadership role in library-wide policy-making and in the development and evaluation of services

All LIS faculty and staff are responsible for working collaboratively to achieve University and LIS goals and objectives.

TERM OF CONTRACT: Assistant or Associate Professor, 12 month continuing contract, tenure-track position. Tenure track positions require excellence/meritorious in librarianship, scholarship, and professional service.

Qualifications
QUALIFICATIONS REQUIRED: Master’s degree in library or information science from an A.L.A. accredited library school. Two years post M.L.S. experience in an academic or research library. Strong vision for user-focused information resources and delivery. Dedicated service orientation. Professional expertise in the design, delivery, management and assessment of library information resources and services. Demonstrated leadership skills. Experience as manager or team leader in one or more of the following
areas: reference services, collection management, subject liaison responsibilities, university archives, and/or special collections. Excellent communication and interpersonal relation skills. Demonstrated ability to meet LIS and university standards in librarianship, research and professional service in fulfillment of tenure requirements.


Salary and Benefits
Negotiable dependent upon credentials and experience, with a minimum salary of $60,000. Excellent fringe benefits.

Deadline
Review of completed applications will begin on April 16, 2012. Position will remain open until filled.

Application
SUBMIT LETTER OF APPLICATION, RESUME, TRANSCRIPTS AND THREE CURRENT PROFESSIONAL REFERENCES TO:
Director of Research Commons Search Committee Southern Illinois University Edwardsville Library and Information Services, Campus Box 1063 Edwardsville, IL  62026-1063

Or email materials to: lscatur@siue.edu

SIUE is a state university – benefits under state sponsored plans may not be available to holders of F1 or J1 visas.

Applicants may be subject to a background check prior to an offer of employment. As an affirmative action employer, SIUE offers equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, or disability.

The SIUE ANNUAL SECURITY REPORT contains campus safety and security information and crime statistics for the past three (3) calendar years. This report is published in compliance with Federal law, entitled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." For those without computer access, a paper copy of the report may be obtained from: Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228.
Founded in 1876, Texas A&M University, the sixth largest university in the nation, has an enrollment with close to 50,000 students. Texas A&M University Libraries is a member of the Association of Research Libraries (ARL) and is the University’s principal research and information center, providing 4.5 million volumes, 5.7 million microforms, 108,064 print and electronic serial titles, more than 936,270 electronic books, and 1,214 databases. The University Libraries ranks 18th among ARL libraries in materials expenditures, with an acquisition budget of $15.5m. There is a total budgeted staff of 243, including 76 librarians with faculty status. Librarians work in a sophisticated online environment utilizing Voyager, SFX, Metalib, Verde and a full range of automated information retrieval services.

Position Details
Texas A&M University Libraries is looking for a creative, energetic, and service-oriented Humanities and Social Sciences Librarian to help meet the ever-growing student and faculty information needs in the areas of performance studies and multimedia services and resources. This is an academic appointment carrying full faculty status and responsibilities, including research, publication and service, to meet both the Libraries’ and the University’s requirements for tenure and promotion.

Responsibilities:

Position Description: The Humanities and Social Sciences Librarian serves as the liaison to selected departments and programs within the Colleges of Liberal Arts and the College of Education and Human Development. The librarian develops and shares subject expertise in assigned areas, working collaboratively with the heads of public and learning services, liaison, and collection development services, as well as the humanities and social sciences librarians. This librarian delivers a program of outreach services to include library promotion, assessment of needs of assigned groups, and reference and instruction both to assigned groups and to the general population of students, faculty, and staff. The librarian develops both print and digital collections relating to assigned areas, and maintains awareness of developments in scholarly communication, intellectual rights, and publishing related to the performing arts. The librarian will also work collaboratively with the Libraries’ Media Services department. Duties will include the provision of collection development and multimedia development support as needed, as well as the development and provision of multi-media-related instruction for patrons and staff-training purposes. Responsibilities include working individually and as part of a team to contribute to creative and innovative approaches to advancing the Library’s multimedia services. The individual also participates in committees and administrative groups.

Qualifications
Required Qualifications:

American Library Association (ALA)-accredited Masters degree (or equivalent) Academic background and/or knowledge in performing arts or related disciplines demonstrated through undergraduate, or advanced degree, coursework, or work experience Understanding of current and emerging trends in performing arts scholarship and the ways in which scholars and performers in the arts produce and use information resources Ability to use technology to meet instructional and media services objectives
strong commitment to excellence in public service and the ability to work effectively in a collaborative and culturally diverse environment. Demonstrated initiative and flexibility. Excellent oral, written, and interpersonal communication skills. Ability to work effectively with students, faculty, staff, and community users.

Preferred Qualifications:

Advanced degree in theatre, dance, music, or media studies. Minimum of one year experience in an academic library or relevant special library. Experience with digital media collections and services in libraries. Demonstrated experience with current multimedia production capabilities in Windows and/or Macintosh operating systems using software such as the iLife suite, the Adobe Creative Suite, and Final Cut Pro. Video creation equipment troubleshooting experience.

Salary and Benefits

Faculty rank and salary are commensurate with qualifications and experience; salary is not less than $48,500. Excellent benefits include choice of health plan options and paid life insurance; several retirement plans including TIAA-CREF; paid holidays and vacation; no state or local income tax.

Deadline

Initial review of applications will begin on June 14, 2012.

Application

Applications will be accepted until the position is filled, and initial review of applications will begin on June 14, 2012. The letter of application should address the responsibilities, qualifications, and experiences listed for the position. Your letter, vita, and the names, e-mail addresses and telephone numbers of three professional references* may be sent (1) via email to pmosley@library.tamu.edu (preferred method of receipt) or (2) faxed to Pixey Mosley, 979-862-1086, or (3) mailed to Pixey Mosley, Associate Dean for Faculty Services, Texas A&M University Libraries, 5000 TAMU, College Station, TX 77843-5000. An Equal Opportunity Employer, TAMU Libraries is committed to employing quality faculty who will enhance the rich diversity of our academic community. In that regard, we are particularly interested in receiving applications from a broad spectrum of qualified people who are representative of the state’s diversity.


* The Search Committee will not contact references without contacting the candidate first and verifying permission.
General Information
Position Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.
1. Performs original and copy cataloging of library materials in various formats using OCLC and SirsiDynix.
2. Maintains authority control for names, subjects and series as well as quality control in SirsiDynix.
3. Classifies and applies subject headings according to local practices, DDC and LCSH.
4. Responds to and resolves problems arising from cataloging operations.
5. Maintains the integrity of the online library catalog.
6. Participates on Library teams and committees.
7. Performs other tasks as required.
Responsibilities- Supervision and/or Leadership Exercised:
None.

Qualifications
Minimum Qualifications: Master's degree in Library Science from an ALA-accredited university plus two (2) years experience as a professional librarian.

Preferred Qualifications: Knowledge of and experience with OCLC and automated library systems and current knowledge of principles and procedures of bibliographic description; including AACR2R, MARC formats, LCSH, DDC, and RDA (familiarity). Knowledge of a foreign language is desired.

Experience cataloging music, performing original cataloging, cataloging world languages, cataloging electronic resources,

Salary and Benefits

Deadline

Application
https://www.austincityjobs.org/postings/32170
<blocked=https://www.austincityjobs.org/postings/32170> (online application only)

Position Title
Digital Project Manager (3 year Temp)

Institution
Carnegie Hall

Location
New York City

Position Details
Department: Archives
Reports to: Manager, Archives
Job Code: DPM1
We seek a Digital Project Manager to manage the day-to-day timeline and work flow for Carnegie Hall's Digital Archives Project, a comprehensive initiative that will digitize extensive paper and audio-visual holdings documenting the Hall's 120-year history, ensuring that they are preserved for future generations and made increasingly accessible to the public. Manage vendor relationships, perform quality control on results of digitization work, and monitor project outcomes. Serve as key team member participating in selection of new digital asset management system, taking the lead in developing taxonomy and metadata for digital materials. Serve as Archives point person in coordinating plans to create digital repository designed to house both the Hall's legacy collections as well as newly-created digital content. This position will be in place throughout the first three years of the Digital Archives Project and may extend beyond that time based on project requirements.

Qualifications
Qualifications: BA/BS, in Archival Management or Library Information Science (master's degree a plus). Minimum 3-5 years of relevant experience, including work with digital emphasis. Experience in the care, handling, and preservation of a wide range of audiovisual media. Demonstrated knowledge of principles and best practices for analog and digital preservation and access. Strong project management skills. Understanding of databases, working knowledge of digital content formats, and experience working with digital asset and content management systems (specific experience with SQL 2008 R2; ASP.NET technologies; and/or Ektron CMS400 v8.5 a plus). Keen attention to detail and strong organizational skills. Excellent written and interpersonal skills, including the ability to communicate effectively about the project with both technical and non-technical staff. Desire to work as part of a team.

Application
For additional information and to apply, visit:

Position Title
Archivist

Institution
Berklee College of Music

Location
Boston, MA

Position Details
Location: Library

Exempt

Under the general Supervision of the Director of Library Services, the Archivist is responsible for the organization of the current college archives into a user-orientated facility. Working with the Learning Resources leadership, the Archivist is responsible for the integrity, the development of goals and objectives for and the implementation of procedures for the collection and growth of the college archives.
Additionally, the Archivist is responsible for acquiring and maintaining archives relevant to the college’s mission from outside the college community.

This is a grant-funded position by the National Historical Publications and Records Commission.

### Qualifications

#### Required Skills

- Works independently to organize the present college archive to ensure its effectiveness as a primary-source information center.
- In collaboration with the Library administration, define the parameters and guidelines for acquiring significant materials from the college as they relate to the academic history of the college and collect within these guidelines.
- Working the Library administration, define the parameters and guidelines for acquiring materials from outside the college that relate to the music studied at Berklee and collect within these guidelines.
- Develop finding aids for the archival collections; local databases, web-based formats and MARC records may be employed.
- Creates digital master files of historical sound, video, and other recordings housed in the Berklee Archives using professional archival guidelines and techniques employed in the preservation of this type of media.
- Hires, trains, supervises and evaluates student employees in basic archival tasks.
- Provide reference services to the greater college community; establish policies concerning access to archival materials.
- Determine fiscal requirements and prepare budgetary recommendations to the Library administration.
- Participates in the development of Learning Resources goals and objectives.
- Other duties as required.

#### Required Experience

- Masters in Information Science or related degree from an accredited institution.
- Formal coursework or training in archival management and theory.
- Formal archival education and/or demonstrated knowledge of archival audio preservation or formal education in sound engineering.
- Demonstrated experience in an academic archive facility.
- Undergraduate degree or relevant musical background is preferred.
- Knowledge and understanding of information databases, indexes and multimedia web-based delivery systems as they relate to archival management.
- Demonstrated ability to work independently as well as collaboratively in a complex, changing environment.
- Excellent written and verbal communications skills.
- Strong interpersonal skills.
- Ability to effectively plan, manage, and complete projects.
- Willingness and capacity to be directly and closely involved in projects.

### Application
Apply at: http://goo.gl/WXuvf

Please no phone calls.

Position Title
Librarian-Musicologist

Institution
Le Concert d’Astrée

Location

General Information
Le Concert d’Astrée, an ensemble founded in 2000 by Emmanuelle Haïm, specialising in orchestral, chamber and vocal repertoire of the 17th and 18th centuries.

Position Details
Applicants to the position of Librarian-Musicologist are expected to have significant experience of professional librarian work and extensive knowledge of the musical repertoire in question, in order to carry out the tasks below. The work will be conducted under the authority of the General Manager, Annette Mangold, and in close collaboration with the Artistic Director, Emmanuelle Haïm.

Advance project preparation and maintenance of the music library
• Establishing the instrumental and vocal forces necessary for concerts and opera productions; communication of necessary information for constructing a budget for each project.
• Researching available editions of musical works and discussion with Emmanuelle Haïm to establish requirements, negotiation of hire fees for scores and parts with publishers and purchase of musical material.
• Collaboration in developing concert programmes.
• Organising bowings in collaboration with orchestramembers (usually the principal violinist) well in advance of each project; marking up parts with bowings, cuts, conductor’s annotations, bar numbers (if necessary) etc.
• Sending out scores, parts and musical information (cuts, versions, transpositions etc.) to all musicians and others involved in each project; acting generally as a point of reference for all external and internal parties on musicological issues.
• Arranging for printing and binding of scores when necessary.
• Cataloguing all newly acquired music and keeping adigital (scanned) record of parts/scores if necessary.
• Revision and updating of library database system; collecting scores and parts after projects and ensuring safe return to hire libraries and/or Le Concert d’Astrée’s music library.
• Providing library assistance for Emmanuelle Haïm’s private engagements.

Musicological work
• Researching and ordering musical and literary sources (facsimiles of musical manuscripts, librettos, etc.) and musicological documentation relating to concerts.
• Creating new editions of scores and parts when necessary, in collaboration with Emmanuelle Haim.
• Coordination of musicologists/researchers when appropriate.
• Occasionally writing introductory texts and programme notes and translating sung texts.

Place of work: Lille and Paris, with possible national and international travel relating to projects.

Qualifications
Skills required
• Excellent knowledge of 17th- and 18th-century music.
• Excellent ability to read and understand musical scores (including Baroque notation) and knowledge of what is required to perform this repertoire.
• Experience of working with choirs and orchestras.
• Experience of working with music publishers and libraries (such as the British Library or the Bibliothèque nationale de France) and understanding of copyright law.
• Ability to transpose and edit a score (e.g. for cuts and page turns).
• Knowledge of a music notation software (Sibelius or Finale) and Microsoft Word, Excel, Access, Internet Explorer.
• Ability to work to strict deadlines and remain organised in the face of heavy workloads.
• Excellent inter-personal skills.
• Excellent knowledge of written and spoken French and English

Salary and Benefits
Full-time position, temporary contract (Contrat à durée déterminée) with the possibility of evolving into permanent contract (Contrat à durée indéterminée).
Remuneration based on experience.

Deadline
22 June 2012

Application
Deadline for applications: Please send your C.V. before 22 June 2012 at the latest to: LE CONCERT D’ASTRÉE, 28 rue des Jardins 59000, Lille Interviews will be held between 25 June and 10 July 2012
(Deadline extended)

For further enquiries, please contact Mme Yasmina Agha:
y.agha@leconcertdastree.fr

Position Title
Music Liaison Librarian

Institution
Baylor University

Location
Waco, Texas

General Information
Chartered in 1845 by the Republic of Texas, Baylor University is the oldest university in Texas and the world's largest Baptist University. Baylor's mission is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. Baylor is actively recruiting new faculty with a strong commitment to the classroom and an equally strong commitment to discovering new knowledge as Baylor aspires to become a top tier research university while retaining and remaining grounded in our strong Christian mission as described in Pro Futuris. <http://www.baylor.edu/profuturis>

Position Details

The Baylor University Libraries seek an innovative, entrepreneurial and service-oriented professional for the position of Music Liaison Librarian who thrives in an environment of change and is adept at creative problem solving. In this role s/he will cultivate strong partnerships with faculty and students of the Baylor School of Music, integrating library services, collections, and instruction into the curriculum. The successful candidate will join a user-oriented team of liaison librarians in a collaborative environment that fosters creative approaches to traditional services alongside the development of new services to enhance the research and learning experiences of our faculty and students. The Music Liaison Librarian will proactively develop and maintain a wide range of innovative outreach services and will continue building on Baylor’s notable print, online, and recorded media collections in music. The candidate will serve as the unit leader for the Crouch Fine Arts Library, providing leadership of a creative and service-oriented staff and overseeing an outstanding music collection. This is an academic professional position with faculty status.

Qualifications

Qualified candidates will possess either a Master's degree in library/information science from an ALA-accredited program, or a graduate degree in music; a Bachelor’s degree in music or extensive knowledge of music; knowledge of a wide range of music-related information sources and technologies; a understanding of key issues and trends in user services within academic libraries; strong knowledge of emerging technologies and the ability to apply these technologies to a diverse range of library applications; a demonstrated ability to communicate and work effectively in an academic setting, with outstanding oral communication, written communication, and interpersonal skills; effective organizational and presentation skills; and demonstrated flexibility and willingness to take initiative. The ideal candidate will have experience with learning management systems and mobile learning technologies; innovative instruction and/or teaching; collection development and public services at an academic or research library; and leadership in an academic library environment.

For a full list of requirements and more details about the position, please visit http://www.baylor.edu/hr/index.php?id=81307. To learn more about the Baylor University Libraries and Baylor University, please visit us online at http://www.baylor.edu/lib and http://www.baylor.edu.

Salary and Benefits

Salary is commensurate with experience and qualifications.

Deadline

August 29, 2012

Application
Baylor seeks to fill the following faculty position within the Baylor University Libraries:
Music Liaison Librarian

To apply, please submit a letter of application and a resume or current curriculum vitae via email to Mr. Sha Towers, Chair, Music Liaison Librarian Search Committee, at sha_towers@baylor.edu. To ensure full consideration, your application must be completed by August 29, 2012.

Baylor is a Baptist university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.

EO/AA/ADA institution committed to cultural diversity.

http://www.baylor.edu

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* The University of Oregon Library invites applications for full-time Music Cataloger and Metadata Technician (Library Technician 3) in Collection Services.
* This is a classified position represented by SEIU local 503, Oregon Public Employees Union.
* University of Oregon positions that are at least half-time are eligible for excellent benefits, including health and dental, employer-paid retirement, and tuition benefits for employee or an eligible dependent, sick and vacation leave.
* Due to budgetary shortfalls, the person appointed to this position may be required to take unpaid furlough days between date of hire and June 30, 2013.
* This recruitment is open to any applicant who meets the qualifications listed below.

**Position Details**

**DUTIES & RESPONSIBILITIES:**
This position catalogs music resources, including scores, audio materials and other formats either by creating original bibliographic records or by editing records found in the OCLC database. Duties include:

... cataloging music scores and other resources in print and non-print formats; searching for and selecting appropriate records from the OCLC WorldCat database in order to verify, upgrade, correct and/or complete descriptive and subject cataloging; reviewing, checking and correcting the descriptive information; reviewing and selecting appropriate subject headings; assigning classification numbers.

... performing MARC tagging to ensure conformity to local and national requirements and standards; evaluating choice and form of access points, performing authority work as needed for names, uniform titles and series; supplying additional access points when necessary.

... creating bibliographic records mainly for music scores and audio materials in consultation with the faculty librarian.

Qualifications

TO QUALIFY YOU MUST HAVE:

... bachelor’s degree plus two years current (within 5 years) experience in a library; or four years current library experience; AND ... advanced proficiency in multiple library specific computer applications, e.g. integrated library systems, database applications, electronic resource management systems, content management systems.

In addition this position requires ability to read notated music; knowledge of music terminology, genres, repertoire, and publication formats; accurate keyboarding skills; working knowledge of at least one major European language; strong attention detail and the ability to master complex procedures and understand bibliographic relationships.

Position is subject to criminal background check.

Salary and Benefits

$14.54 - $20.88 Per Hour

Deadline

2012-08-07

Application

SUPPLEMENTAL QUESTIONS

To assist us in making the selection for this position, please respond to the following questions on a separate sheet(s) of paper. Number your responses to correspond to the questions and describe experience and training related to each item. Make sure experience and training described in your responses are included on your application.

1. Please describe your level of musical training, your familiarity with musical genres and styles, as well as your facility with reading musical notation.
2. Describe your experience with searching databases for bibliographic records and reviewing or editing cataloging copy. Specify level of copy with which you worked and extent of editing performed.

3. Please describe your work experiences in a library setting, particularly with music materials. Include any relevant knowledge and skills gained from your past employment that may be transferable to working in a library environment.

4. This position applies complex rules and procedures to ensure that work conforms with local and national standards. Describe experience that demonstrates your ability to consult appropriate documentation and apply complex rules and procedures.

5. Please describe your level of knowledge of a major European language (such as Italian, German or French), including your reading proficiency.

SKILL CODE SHEET:

You must also fill out a skill code sheet for this position. You can pick one up at Human Resources or print one out at http://jobs.uoregon.edu/skillcode.html

APPLICATIONS:

Submit all application materials, including Human Resources Job Application form, supplemental questions and other relevant materials
to:

Human Resources
677 East 12th Ave., Suite 400
5210 University of Oregon
Eugene, OR 97403-5210

Human Resources Job Application must be filled out completely and turned in by the closing date or they will not be accepted. Make sure to keep a copy of your application packet for job interviews.

This announcement is available in alternate formats upon request. If you are a qualified applicant with a disability and need accommodation with the application process, please contact us for assistance.

Position Title
Director, Hamon Arts Library
Southern Methodist University (http://www.smu.edu/), a nationally ranked, research university located in the thriving, arts-friendly city of Dallas, TX, seeks a visionary new Library Director to cultivate the advancement of its Hamon Arts Library (http://smu.edu/cul/hamon/index.asp). As part of the Central University Libraries (CUL) (http://smu.edu/cul/index.html), the Director reports to the Assistant Dean for Scholarly Resources and Research Services. The Director’s mandate will be to play a leadership role within SMU’s vibrant Meadows School of the Arts (http://www.smu.edu/meadows) and to provide forward-thinking leadership during this exciting time. SMU is entering its second century, while the Hamon Arts Library will celebrate its 25th anniversary in 2015. During this exciting time, the new director will provide forward-thinking leadership in the library as it supports the various programs of the vibrant Meadows School of the Arts. SMU is looking for a Director whose supportive and empowering management style will inspire a library team that aspires to a culture of excellence and innovation. Under his/her direction, the Hamon Arts Library will connect to its user community in new ways through the creative implementation of technologies that can enhance teaching, learning and research in the arts. He/she will foster the development of innovative and exciting learning spaces and work collaboratively with faculty in making information literacy a part of course design.

The Director will cultivate a central and powerful role in intentional learning within the university community while continuing to maintain high-quality, traditional library services. The CUL is a campus leader in information technology initiatives and pursues a rigorous forward-looking agenda (http://smu.edu/cul/staffresources/stratplan/unbooked.pdf).

**Position Details**

Primary duties and responsibilities will include, but not be limited to the following:

- collaborate in setting library priorities and promoting positive change in support of the teaching, research and creative needs of Meadows School of the Arts students, faculty, and staff;
- cultivate faculty relationships and make Hamon a visible and dynamic presence within Meadows, the University, and the greater Dallas arts community;
- provide vision, energy and leadership for four librarians who offer collection development, reference, instructional services, and archival services for Meadows departments, two curators of special collections, and three library specialists in circulation, stacks management, and administrative operations;
- serve on CUL’s Leadership Team, which sets policies and provides strategic vision for the libraries;
- work with staff in other areas of the Libraries and University to advance technology and digital initiatives relevant to library services;
- provide progressive leadership in the development and use of digital, print, and special collections.

**Qualifications**

Master’s degree in library science from an ALA-accredited institution is required. An advanced degree in the arts is desirable.
A minimum of three years of experience is required. A record of successful experience in management and supervision is also required.

- Candidate must demonstrate strong verbal and interpersonal communication skills with the ability to work collegially with faculty, staff and students.
- Must also demonstrate the ability to communicate effectively in writing.
- Candidate must possess strong leadership and management skills with the ability to lead a team.
- Demonstrated project management skills are essential.
- Experience in overseeing 21st century facilities design and operations, and an interest in grant writing are highly desirable.
- Evidence of scholarly engagement and participation in professional organizations strongly preferred.

Salary and Benefits
Salary commensurate with experience and qualifications

Deadline
Review of applications will begin immediately and continue until the position is filled. Priority consideration may be given to submissions received by August 29, 2012.

Application
To Apply: Please visit our website http://smu.edu/hr/recruit/ to access the online application. Click on “Career Opportunities” and apply to Job ID# 900237

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU’s commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

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**Position Title**
Catalog Librarian (Music/Media)

**Institution**
Texas Christian University

**Location**
Fort Worth, Texas

**General Information**
The Mary Couts Burnett Library at Texas Christian University seeks a Catalog Librarian for Music and Media materials.

Texas Christian University is a private, doctoral granting university with an enrollment of about 9,500 students. The Mary Couts Burnett Library has a full time staff of 60, and a collection that includes over 2 million books and audio-visual materials and over 56,000 current journals, electronically and in paper. Located 45 miles west of Dallas, Fort Worth has a population of over half a million and is home to internationally recognized museums, numerous performing arts organizations, a vibrant downtown with an active night life, and two national historic districts.
Position Details

Job Responsibilities:
Catalogs music resources (including scores and sound recordings), video recordings (primarily DVDs), books, and other formats as assigned; The cataloging process will include searching for and selecting appropriate records from OCLC in order to verify, update, correct and/or complete descriptive and subject cataloging; reviewing, checking and correcting metadata; reviewing and selecting appropriate subject headings; assigning classification numbers. Original records will be created and entered into OCLC when necessary; Additional cataloging functions include performing MARC tagging in conformity with local and national requirements and standards; evaluating choice and form of access points; performing authority work as needed for names, uniform titles, and series; Works with supervisor and colleagues to resolve workflow issues, prioritizing assigned tasks based on departmental needs; Contributes to library internal communication by serving on committees, task forces, and teams, as assigned; Maintains professional and technical knowledge by attending educational presentations and reviewing professional publications.

Qualifications

Requirements:
MLS (ALA accredited)
Skill to communicate clearly and grammatically both orally and in writing.
Ability to review and make recommendations to improve and streamline processes.
Knowledge of planning and organizing.
Working knowledge of current standardized tools for description and access to information.
Knowledge of customer service techniques.
Familiarity with Microsoft Office products.
Knowledge of music terminology, genres, repertoire, and publication formats.

Desired experience:
Library experience, preferably in Cataloging and/or Technical Services.
Proficiency in library specific computer applications.
Degree in Music.
Working knowledge of at least one major European language.
Attention to detail and the ability to master complex procedures.

Deadline
Applications received by October 15, 2012 will be given first consideration.

Application
Information on benefits is available on the TCU Human Resources web site at: http://www.hr.tcu.edu/

To apply, please visit:

TCU is an AA/EEO employer. Posted September 2012.
**Librarian/Music Librarian**

**Institution**
Elizabeth City State University

**Location**
Elizabeth City, North Carolina

**Position Details**
Responsibilities: The purpose of the position is to develop and oversee the Music Library Collection. Assist with the development and creation of music user guides. Assess current music library holdings. Staff the Public Services desk in the G.R. Little Library on some evenings and weekends. Catalog all holdings in the Music Library. Provide outreach to music department faculty, students and university community. Provide reference materials and research assistance to students and faculty. Perform other duties as assigned or requested by the Director of Library Services and/or Chair of the Music Department.

**Qualifications**
Requirements: Master's in Library Science from an ALA accredited program with at least two (2) years of experience. Substantial course work in music. Strong interpersonal skills. Strong oral and written communication skills. Strong service orientation and good organizational skills. Ability to work collegiately and collaboratively with faculty, students, and staff. Knowledge of and familiarity with information resources, especially music.

This position is Exempt from the Personnel Act. (EPA Non-Faculty)

Degrees must be received from appropriately accredited institutions.

Under Federal requirements (Fair Credit Reporting Act), ECSU will conduct a criminal background report for all final candidates for all positions and appointments. Credit and/or driving record reports will be completed on final candidates for positions and appointments that have financial or driving responsibilities as part of the job duties.

**Application**
Application Process: Submit letter of application, curriculum vitae, official college transcripts and the names, addresses and telephone numbers of three (3) professional reference letters via Elizabeth City State University online employment site at [https://jobs.ecsu.edu](https://jobs.ecsu.edu). EOE

Posting number: 0000354

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**Position Title**
Catalog Librarian

**Institution**
Northern Illinois University

**Location**
DeKalb, Illinois

**Position Details**
Available: January 1, 2013
Position Type: Faculty
Term of Appointment: Twelve-month, full-time, tenure-track, ranked faculty position
Academic Rank: Assistant Professor (regular) or Instructor (temporary), based on experience and qualifications
Reports to: Head of Technical Services

Position Description: See http://www.ulib.niu.edu/aboutus/employment.cfm

Summary of Job Responsibilities: Northern Illinois University Libraries seeks an enthusiastic, versatile, and collaborative professional to fill the position of Catalog Librarian. The person in this position has primary responsibility for performing original and copy cataloging for a variety of music materials. Consults with Music Librarian to establish music cataloging priorities. In addition, performs original and complex copy cataloging of resources in a wide range of subject areas, languages, and formats, including print, non-print, and digital. Remains current with cataloging issues, rules, and standards. Also has primary responsibility for coordinating and providing ongoing cataloging training (including OCLC cataloging client and integrated library systems processes) to department staff. Performs catalog database maintenance and may evaluate staff. Leads or participates in special projects as assigned. Maintains effective communication with colleagues, and members of the university community. Fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service.

Qualifications

Qualifications—Required: Earned master’s degree from an ALA-accredited program or equivalent for the appointment at the instructor rank (temporary). Additional master’s degree, or equivalent, required within four years for eligibility for tenure-track appointment. Demonstrated knowledge of the principles of cataloging, subject analysis, classification, and authority control and experience applying those principles according to recognized rules and standards, including LC classification, LCSH, and AACR2. Knowledge of and experience with MARC formats and OCLC cataloging input standards. Familiarity with OCLC Connexion and an Integrated Library System. Demonstrated experience in developing and delivering training. Demonstrated ability to work collaboratively. Good interpersonal skills, and strong oral and written communication skills.

Qualifications—Strongly Preferred: A graduate or undergraduate degree in music or related discipline.

Qualifications—Preferred: At least 2 years of relevant professional experience, preferably in an academic library. Familiarity with FRBR and RDA. Bibliographic knowledge of German and a Romance language.

Experience with Voyager Integrated Library System. Demonstrated experience working in a collaborative environment.

Salary and Benefits

Appointment rank and salary will be based on relevant experience and educational background. The University offers a comprehensive benefits package.

Deadline

Review of applications will begin October 6; applications accepted until position is filled.
Application
Application: To be considered for an interview, send letter of interest, resume, and the name/address/phone number/e-mail address of three professional references:

Chalermsee Olson
Associate Dean for Collections & Technical Services Northern Illinois University Libraries DeKalb, IL 60115-2868

Email applications preferred: eteolson@niu.edu

Northern Illinois University is an AA/EEO institution. A state-mandated pre-employment criminal background check is required.

Position Title
Departmental Supervisor I, Music Library

Institution
University of Tennessee--Knoxville

Location
Knoxville, Tennessee

Position Details
Pay Grade 36. Purpose: To provide public services for the Music Library. The Library Supervisor (evening position) serves as supervisor of Student Library Assistants and the facility during evenings and on Sundays; offers circulation and reference assistance to patrons during those times; provides computer and technical support for the branch; designs and maintains the branch’s website; processes new materials and manages processing/transfer/damaged item issues; prepares periodical shipments for the bindery; catalogs School of Music performance CDs. This position has broad responsibilities and a high level of autonomy; the evening supervisor oversees operations of the branch library in the absence of other faculty and staff for 28 hours each week.

Computer technical support
• Provide technical assistance for users and branch staff regarding use of electronic resources, including:
  Instruction on finding, creating, and using Internet resources (WWW, listservs, e-mail, and local and remote databases, systems, and catalogs); Trouble-shooting computer equipment problems; Advising librarians on technical issues and problems in configuring electronic services for users; Performing regular maintenance and software updates for 8 public laptops and 6 staff workstations.
  Acting as liaison with staff in other library units to identify needs, plan training, and seek solutions to computer-related problems in the Libraries;
• Create and maintain branch library web site; develop and maintain print and computer-assisted instructional materials to guide patrons in using Internet resources.
• Conduct or contribute to library-wide training related to technology.

Evening / Weekend Supervisor
During evenings and Sundays, supervise Music Library circulation activities and control of materials being circulated; mediate problems with library patrons regarding fines and books charged in the computer system; serve as first point of appeal for fines and other charges (damaged books, etc.). Assist in determining library policies and procedures and interpreting them to patrons. Refer unresolved problems to day supervisor.
Provide back-up processing for reserve materials.
Supervise Student Employees
In cooperation with the day supervisor, interview and hire student staff. Supervise student library assistants (SLAs) during evening hours. Supervise operation, revisions, and SLAs who input indexing data for the UT Song Index and Analysis Index.
Supervise student cleaning of facilities and equipment on Sundays.
Supervise SLAs doing pre-order bibliographic verification of music scores and recordings in online catalog, acquisition system order records, and OCLC or other databases.

Reference
Provide in-depth catalog assistance to help users in locating music materials. Provide reference assistance to users, in person and by telephone, locating specialized music information and instructing in its use.

Technical Services
Check-in and process all new branch library materials. Handle transfers and withdrawals; under librarian supervision, implement summer transfers to storage and shifting of collections. Identify collection items having cataloging or classification problems and send to appropriate staff for correction.
Responsible for current periodicals collection including branch binding shipments. Use cataloging template in Aleph to add records for School of Music concerts and recitals.

Equipment / Facilities / Supplies
Assist with selection of AV equipment; handle AV equipment maintenance. Assist users with photocopier, reader-printer, and 3-M security gate. Handle branch mail. Other duties as assigned.

Qualifications
Required:
Bachelor’s degree or four years library or related experience. Ability to work well with the public; excellent communication and problem-solving skills, attention to detail; ability to work with little supervision and within a team framework. Demonstrated experience with computers; demonstrated keyboarding skills. Willing to take or audit Music 510, Music Bibliography.

Preferred:
Courses or experience in music; ability to read music Experience with both Macintosh and Windows-based computers and software including Word and Excel, html, web-page design (Dreamweaver, CourseBuilder, PHP, MySQL) Two years of supervisory experience, public service, or teaching experience

Deadline

Application
To apply, visit:

Job Library

Primary Location US-Tennessee-Knoxville

Organization Library

Schedule Full-time

Position Title MLA Placement Officer

Institution Music Library Association

General Information
The Music Library Association is seeking an MLA member to fill the position of Placement Officer effective upon MLA Board approval (no later than December 29, 2012).

Position Details
The MLA Placement Officer manages the Association's job placement services.

* compile information about available positions for the online Job List from: 1) human resources personnel and institutional representatives; 2) announcements in the professional literature and in newspapers; and 3) advertisements found through library-specific employment services and websites.
* correspond with library schools, state and regional library associations, libraries, and other sources in an effort to encourage them to advertise open positions with the MLA Placement Service.
* serve as liaison to those institutions submitting direct requests to post new positions with the MLA Placement Service.
* input all new job advertisements in MLA's content management system to post on the MLA website in the "Current Openings" section of the Placement Services webpage.
* follow up with hiring institutions to post successful hires in the "Positions Recently Filled" section of the Placement Services webpage.
* manage Placement Office services at the annual MLA conference, including scheduling the Interview Room, staffing the Placement Desk, and attending appropriate events in order to keep attendees informed about the various services and programs available to them.
* serve as ex officio to the Career Development and Services Committee.
Required:

- membership in MLA;
- access to Word processing software;
- familiarity with the literature on qualifications for music librarianship;
- strong organizational skills and demonstrated ability to meet deadlines.

Preferred:

- experience with an enterprise-level content management system;
- editing experience/skills;
- clear communication and strong interpersonal skills;
- experience as a member of search/screening committees;
- demonstrated interest in employment issues relating to librarianship (e.g. membership in career services or personnel committees, MLA Résumé Reviewer, etc.).

The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Placement Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed as soon as the MLA Board is able to review and approve the Search Committee's recommendation. The new Placement Officer will assume full responsibility for the Placement Office immediately upon Board notification (no later than January 1, 2013).

Salary and Benefits

Honorarium:
The Placement Officer receives an honorarium, currently set at $1,000.00 per year.

Deadline
The application deadline is November 26, 2012, and interviews for final candidates will be held via conference call December 3-7, 2012.

Application
The Search Committee (Beth Christensen, St. Olaf College, chair; Susannah Cleveland, Bowling Green State University; and Marci Cohen, Berklee College of Music) will hold conference call interviews during the week of December 3-7, 2012.

Please send a letter of application and résumé with a list of three professional references by e-mail attachment to:

Beth Christensen, Chair
MLA Placement Officer Search Committee
christeb@stolaf.edu
Position Title
Catalog Librarian

Institution
Appalachian State University

Location
Boone, North Carolina

General Information
Appalachian State University is a constituent institution of the seventeen-campus University of North Carolina System. Located in Boone, North Carolina, the University has over 17,000 students, primarily in bachelor’s and master’s programs. Appalachian has both a traditional residential campus and a variety of distance education programs. Belk Library and Information Commons is a beautifully designed and heavily used facility with over 1 million visits per year. It shares a catalog and some services with UNC-Asheville and Western Carolina University as part of the Western North Carolina Library Network (WNCLN). Additional information about the Library, the University, and the surrounding area may be found at http://www.appstate.edu.

Position Details
The University Library at Appalachian State University seeks an innovative, proactive, and user-oriented faculty cataloger eager to explore the future of information organization and to join a library seeking excellence.

Responsibilities
The Catalog Librarian is responsible for cataloging all formats with a focus on materials for Special Collections and the Music Library and other duties associated with the creation and maintenance of data, including original and complex copy cataloging using AACR2, RDA, LC rule interpretations, MARC format, LC and Dewey Classifications, and LC subject headings. Responsible for maintaining current knowledge of cataloging, quality control, metadata standards, and automatic indexing. Participates in the development, documentation, and evaluation of cataloging procedures. Library personnel work in a collegial, team-based environment and participate in additional activities as assigned. Faculty are expected to take leadership roles within the Library and University and to engage in an ongoing program of scholarship and professional service.

This twelve-month, tenure track position will be available February 1, 2013. The position may be filled at the instructor or assistant professor rank. Salary and rank are determined based on qualifications and experience.

Qualifications
Required
ALA-accredited Master’s degree. A second advanced degree in a relevant field or plans to pursue such a degree (a second advanced degree is required to be eligible for the rank of assistant professor).
Knowledge of AACR2, RDA, LCRIs, LCSH, LC Classification, and MARC.
Ability to perform accurate and expeditious original and complex copy cataloging in a variety of formats.
Excellent written and oral communication skills.
Commitment to engage in an active program of scholarship and professional service.
Commitment to participation in the library’s instruction plan.

Preferred

Two years cataloging experience, including original cataloging.
Cataloging experience in multiple formats.
Demonstrated awareness of new and emerging standards relevant to information organization.
Background in and knowledge of music.
Reading knowledge of one or more foreign languages.
Experience with Web authoring.
Life experiences similar to those of underrepresented populations of Appalachian. The Library strongly encourages applications from members of ethnic and racial groups of Appalachian’s student minorities, principally African Americans, Latino Americans, Native Americans and Asian Americans.

All library faculty are expected to participate in the Library’s instruction plan and to engage in an active program of scholarship and professional service as outlined in the University’s Faculty Handbook http://facultyhandbook.appstate.edu and the Library’s Departmental Personnel Committee Guidelines http://www.library.appstate.edu/about/policy/dpc.

Deadline
Review of completed applications will begin November 1, 2012, and will continue until the position is filled.

Application
Send a complete application, including a cover letter addressing the required qualifications, a full vita of educational and relevant experience, and the name, address, email, and telephone number of three to five persons who are knowledgeable about your qualifications for this position to: Dr. Mary Reichel, Attn: Cataloger Search Committee, Belk Library and Information Commons, 218 College Street, Appalachian State University, Boone, NC 28608; or electronically to Sherrye Perry at perrysi@appstate.edu.

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The university has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination.

Individuals with disabilities may request accommodations in the application process by contacting Catherine Wilkinson, Search Committee Chair, wilkinsncl@appstate.edu. Any offer of employment to a successful candidate will be conditioned upon the University’s receipt of a satisfactory criminal
background report. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.

For more information and to apply, please visit
http://hrs.appstate.edu/employment/epa-jobs/690

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<th>Position Title</th>
<th>Music Librarian</th>
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<td>Institution</td>
<td>Yale University</td>
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<tr>
<td>Location</td>
<td>New Haven, Connecticut</td>
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**General Information**

Yale University offers exciting opportunities for achievement and growth in New Haven, Connecticut. Conveniently located between Boston and New York, New Haven is the creative capital of Connecticut with cultural resources that include two major art museums, a critically-acclaimed repertory theater, state-of-the-art concert hall, and world-renowned schools of Architecture, Art, Drama, and Music.

**THE UNIVERSITY AND THE LIBRARY**

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and supports the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including around 12.8 million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in eighteen buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the Bass Library, it employs a dynamic and diverse staff of approximately five hundred who offer innovative and flexible services to library readers. For additional information on the Yale University Library, please visit the Library's web site at www.library.yale.edu.

**THE IRVING S. GILMORE MUSIC LIBRARY**

The Irving S. Gilmore Music Library is one of the preeminent music research and performance collections in the world. The Music Library serves the entire music community at Yale, with special emphasis on the distinguished undergraduate and graduate programs in the School of Music, the Department of Music, and the Institute of Sacred Music. The collections of the Music Library include more than 100,000 scores and parts for musical performance, 69,000 books about music, over 425 active serials, 35,000 LP recordings and compact discs, and extensive holdings of online resources, sheet music, microforms, and photographs. The Music Library is a leading repository of music manuscripts, archival collections, and early printed scores and books about music, and in this capacity serves an international community of music scholars. Closely affiliated with the Music Library are the Historical Sound Recordings collection and the Oral History, American Music project at Yale.

**DEPARTMENTAL FOCUS**
Reporting to the Director of Arts-Area Libraries, the Music Librarian is responsible for setting priorities in support of the University’s teaching and research mission and oversees all administrative aspects of the Irving S. Gilmore Music Library, including management of public services, collection development, digital collections, technical services, personnel management, and facilities planning. Collection development activities include acquiring print and digital materials, archival collections, scores, manuscripts, and rare books. Directs and mentors a staff of six librarians, six support staff, 4.5 FTE student assistants, and fosters a creative, team-oriented work environment. The Music Librarian is expected to be active nationally in professional organizations.

**Position Details**

**Andrew W. Mellon Foundation Music Librarian**  
Irving S. Gilmore Music Library  
Yale University  
New Haven, CT  
Rank: Librarian 3-5  
[www.yale.edu/jobs](http://www.yale.edu/jobs)  
Schedule: Full-time (37.5 hours per week); Standard Work Week (M-F, 8:30-5:00)

**REPRESENTATIVE JOB SUMMARY**

Yale University librarians work in libraries across the Central, West, Medical, and Science campuses, to build, manage, and provide access to a rich and unique record of human thought and creativity. They demonstrate flexibility, creativity, and imagination in their work and adapt to and help shape a continuously evolving work environment. Yale librarians provide consistently high quality service to the University, and help meet the needs of the local, national, and international teaching and research communities.

**REPRESENTATIVE RESPONSIBILITIES**

1. The Librarian 3 is expected to demonstrate excellence in meeting the position responsibilities, as defined by the job description and annual goals.
2. Demonstrates continued effectiveness in job performance through evidence of increasing knowledge, understanding, and skill in performing the duties of his or her position.
3. Demonstrates an ability to work effectively without supervision, to suggest new methods or procedures, and to foresee problems and suggest solutions.
4. Provides substantive contributions to the library, university, and/or community.
5. Provides substantive professional contributions at the regional, national, or international level.
6. For a complete description of the position and department, please see the department URL.

**DEPARTMENTAL RESPONSIBILITIES**

1. Analyzes, evaluates, and sets priorities for the efficient use of services, collections and funds. Advises the Dean of the School of Music, the Chair of the Department of Music, and the Director of the Institute of Sacred Music on library matters and is responsible for building strong partnerships with faculty and students, curators and librarians, and donors.
2. Promotes the use of current and emerging technologies and advances the use of digital technology including the creation of web-based research tools. 3
3. Coordinates the programs and collections of the Music Library with other libraries at Yale and elsewhere.
4. Works independently with varied user groups in a complex organization and functions collaboratively in a team environment.
5. Depending on the research activities of the successful candidate, this position may lead to opportunities for teaching in the music curriculum.
6. The Music Librarian serves as a member of the Library Management Council in the setting of library-wide policies and is a member of the School & Department Libraries Council.
7. May be required to assist with disaster recovery efforts. May be assigned to work at the West Campus location in West Haven, CT.

**Qualifications**

**REQUIRED EDUCATION AND EXPERIENCE**

Master’s degree in Library Science from an American Library Association accredited Library school and five years of related experience. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS.

**REQUIRED SKILLS & ABILITIES**

1. Demonstrated understanding of current developments in information and music librarianship with a proven ability to provide leadership and direction in a research library. Rudimentary knowledge of three or more Western European languages (preferably German, French, and/or Italian).
2. In-depth knowledge of music literature and music reference sources. Strong commitment to collection building and to innovative public service programs, including the provision of information in electronic formats.
3. Excellent customer service skills, flexibility and a strong commitment to innovation, creativity and excellence. Excellent problem solving skills, experience coordinating projects, and the ability to bring projects to fruition.
4. Demonstrated ability and achievement in a supervisory role. Ability to work cooperatively with others and foster teamwork.
5. Appointments to the rank of Librarian 3 require at least 5 years of relevant professional experience and professional achievements; Librarian 4 requires at least 8 years of experience and professional achievements; Librarian 5 requires at least 12 years of experience and professional achievements.

**PREFERRED EDUCATION, EXPERIENCE, AND SKILLS**

1. Five years of experience as a music librarian in a research library and/or a second Master’s degree or PhD in music.
2. Experience with special collections and donor relations.

**Salary and Benefits**

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country’s great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

**Application**

Applications consisting of a cover letter, resume, and the names and contact information of three professional references should be sent by creating an account and applying online at [www.yale.edu/jobs](http://www.yale.edu/jobs) for immediate consideration - the STARS req ID for this position is 19078BR. Please be sure to reference #19078BR in your cover letter.
BACKGROUND CHECK REQUIREMENTS
All external candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle and credit checks based on the position description and job requirements. Internal candidates may be subject to a motor vehicle or credit check for this position based on the position description and job requirements. All offers are contingent on successful completion of the required background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Position Title
Associate Editor-American Discography Project

Institution
University of California Santa Barbara

Location
Santa Barbara, California

General Information
The American Discography Project is an expansion of the Encyclopedic Discography of Victor Recordings (victor.library.ucsb.edu). The university has licensed online rights to several print discographies and is converting them to a digital format for a new website. This work is being undertaken in part to augment the project's support of the Library of Congress National Jukebox. The project is based at the UCSB Library's Special Collections Department, which is internationally noted for its collections of historical sound recordings.

Position Details
Under general supervision, edits database discography records and participates in coordinating the production schedule for the American Discography Project (ADP), online discographies of the Columbia, Okeh, Brunswick, Edison, and other 78 rpm record companies. Performs complex, original research as necessary in editing database records; and expanding these records as necessary to assure completeness, correct errors, and adhere to the written editing rules, style guidelines, and procedures established for the American Discography Project. Systematically researches and verifies new names added to ADP performer and composer table, using knowledge of music and recording history to combine existing records or creating new name authority records. Trains and supervises student assistants, reviewing their work on a regular basis. Assists Project Manager/Editor and consultants in preparing data for online access. Works independently, with a minimum of supervision, at an off-site location. Provides administrative assistance and support to Project Manager/Editor.

Qualifications
At least two years of college and/or work experience in editing, proofreading, and producing online publications. Good organizational skills and demonstrated ability to do detailed, accurate work. Accurate typing skills. Excellent grammar, spelling and proofreading skills. Familiarity with standard office computer programs. Ability to exercise independent judgment and problem solve. Ability to work in a team environment.

Salary and Benefits
Assistant III position
$19.03 to $22.08 per hour

**Deadline**
12/10/2012

**Application**

**Term:**
Grant-funded position until 12/31/2013 with possibility of renewal, depending on renewed funding.

**Application:**
Resume
Cover Letter

Job duties and additional information about applying may be found at: [https://jobs.ucsb.edu/applicants/Central?quickFind=186536](https://jobs.ucsb.edu/applicants/Central?quickFind=186536).

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**Position Title**
MLA Archivist

**Institution**
Music Library Association

**General Information**
MLA Archives Policies Task Force, upon completion of work in spring 2012, recommended that there be a special officer position called MLA Archivist. The charge is as follows: The MLA Archivist is a special officer of MLA whose principal responsibility is to oversee MLA’s archives activities. Please read description below for further details.

**Position Details**

**Specific duties are:**
* Serve as MLA’s official contact with the Curator of Special Collections in Performing Arts (SCPA), University of Maryland, College Park, owner and custodian of the MLA Archives;
* Collaborate with the Curator of SCPA in the development of MLA policies and practices regarding the association’s archives program and the maintenance of its archives;
* Processing will take place at UMD under local supervision, implementing the policies & approach recommended by SCPA, with input from the archivist; candidate should have experience with and knowledge of processing practice, preferably with large collections.
* In the context of the association’s documents retention guidelines, assure that documents are assembled by the responsible incumbents and are conveyed to the MLA Archives within the time periods specified. “Documents” refers to any format in which the information may be stored: print, electronic or other;
* Prepare grant proposals in collaboration with the Curator of SCPA, the MLA Board of Directors, and the MLA Development Officer, and when appropriate serve as principal investigator or its equivalent.

**Term**
The duration of appointment is one year, beginning immediately following the MLA Annual Meeting in San Jose, March 2013, with annual reappointment possible (pending board approval) for a total of four years. The successful candidate will be appointed at the February-March 2013 annual meeting and will
work closely with the Curator of Special Collections in Performing Arts (SCPA), University of Maryland, College Park, owner and custodian of the MLA Archives.

Qualifications

** Familiarity with archives work adequate to the duties of the position; professional experience in an archival setting preferred. Awareness of national issues and trends in archives. A Master’s degree from an ALA-accredited institution and/or a Master’s degree or certification in Archival Studies is preferred;
* Thorough familiarity with MLA’s activities and administrative organization, and knowledge of its history preferred;
* Leadership experience and accomplishments adequate to the duties of the position.
* Grant-writing experience preferred;
* Proven ability to meet deadlines.

Salary and Benefits

The special officer position receives support for expenses necessary to carry out the responsibilities of the position including travel for an initial visit to the MLA Archives.

Deadline

31 December 2012

Final interviews will take place at the San Jose meeting (February 27 – March 3, 2013) or by special arrangement. The appointment will be made by the Board of Directors before the end of the San Jose meeting.

Application

Letter of application, current resume, and contact information for 3 references should be emailed to: Liza Vick, lizavick@fas.harvard.edu

Music Reference and Research Services Librarian
Loeb Music Library
Music Building, North Yard
Harvard University
Cambridge, MA 02138
T 617.495.2794

Search Committee members: Liza Vick, chair; Vin Novara; Robert Deland and Matthew Snyder

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Position Title
Digital Projects Coordinator

Institution
RIPM International Center

Location
Baltimore, Maryland

General Information
A project at the intersection of musical history and information technology, RIPM is an international annotated bibliography of writings on musical history and culture, found in music periodicals published in more than twenty countries between approximately 1766 and 1962. Treating primary source
material, RIPM provides access to the content of complete runs of journals through the Retrospective Index to Music Periodicals, a database of more than 684,000 annotated citations; the RIPM Online Archive of Music Periodicals, the full-text complement to the Index, containing 108 rare titles; and the forthcoming e-Library of Music Periodicals. All RIPM publications are updated every six months.

The RIPM International Center is located in Baltimore, Maryland, in close proximity to Johns Hopkins University and the Baltimore Museum of Art, and, ten minutes’ drive to the Peabody Conservatory of Music, the Walters Art Gallery, and Baltimore’s two major concert and opera venues.

Position Details
We are seeking a computer-savvy, methodical, and detail-oriented person who works well in a group environment to coordinate RIPM’s digital projects and to work on other projects, as talents and skills permit. This is an important position within the RIPM organization. The possibilities for growth are excellent.

Qualifications
A Master’s degree in music librarianship, preferably with a specialization in information technology. Knowledge of musical history and good verbal and written communication skills are essential. Experience in at least one of the following: databases construction and maintenance (MS-SQL and/or MySQL), computer networking and maintenance (Microsoft environment), scripting, or digital imaging. Knowledge of a foreign language is desirable.

Salary and Benefits
Commensurate with experience and the not-for-profit workplace. Health care and retirement benefits.

Deadline
Until filled. Applications will be examined as they arrive.

Application
Send cover letter by email to info@ripm.org, with the subject heading: “Search Committee” along with a C.V., a writing sample, 3 references, and a brief statement (between 700 and 1000 words) indicating how your educational and professional activities have prepared you to undertake such a position.

Interviews will be conducted at the February MLA meeting in San Jose, California, if the position is not previously filled.

RIPM is a not-for-profit organization.
www.ripm.org

Position Title
Program Manager/Director of the McKay Music Library/Adjunct faculty

Institution
University of Utah

Location
Salt Lake City, Utah

General Information
The University of Utah School of Music seeks a Director for the McKay Music Library. The McKay Music Library is a strategic component of the academic, artistic, and scholarly mission of the School of Music and is a partner with the University’s Marriott Library.

Position Details
Manage budgeted accounts for personnel and acquisitions, gift accounts, petty cash, and similar fiduciary matters. Hire, assign, train, and supervise professional and student library staff. Acquire and catalog new recordings, scores, books, and periodical subscriptions in consultation with music faculty. Assess and process donations and continue appropriate stewardship with donors. Evaluate newly emerging technologies and work with College of Fine Arts Technology Support Staff in the maintenance and periodic updating of library computer systems and peripherals. Liaise regularly with the librarians and professional staff at Marriott Library (the main research library of the University of Utah), including coordination of collection development, research instruction and technology services. Schedule time weekly to assist students in their research projects (navigating databases and reference resources). Develop and uphold policies concerning patron access to and the preservation of the Library’s resources including the Maurice Abravanel Studio, the Leroy Robertson Collection and the Mariska Aldrich Archive. Possibly teach one course in Music Bibliography, Fall and Spring semesters (about 20 students in each class) or two other courses in the applicant’s specialties.

Qualifications
Minimum Qualifications
Bachelor’s degree in a related field plus two years of related experience or equivalency. Demonstrated experience or aptitude for visionary leadership. Demonstrated experience with, or aptitude for, organizational management, including staff and budgets. Strong communication skills: the ability to work collegially with faculty, staff and students and to communicate effectively orally and in writing. Proficiency with basic productivity and music software. Reading knowledge of languages commonly used in music scholarship.

Preferences
Master’s degree from an ALA-accredited school (or equivalent professional librarian experience). Master’s degree in music or equivalent experiences commensurate with a master’s degree.
Work experience in a music library.
Work experience, or educational background, with the new RDA cataloging standards.
University teaching experience. Evidence of scholarship in the area of the candidate’s expertise.

Salary and Benefits
$30,900 to $57,100

Application
Please go to www.employment.utah.edu, click on staff jobs link then job for external applications. Use posting number PRN03073B, Job Code:b2130 to apply and see details. The review of applications will begin immediately and will continue until the position is filled.