Music Librarian

Job Code 00001212

General Description
Responsible for planning, budgeting, collection development, daily operation and long-term direction of departmentally sponsored music library and computer lab.

Examples of Duties
Develop, enforce, and explain policies and procedures.
Create library signs and guides.
Answer reference questions.
Perform online and internet searches.
Assist with use of interlibrary loan program.
Develop print and electronic reference guides.
Present workshops and in-class library instruction.
Evaluate collection.
Acquire scores, sound recordings, books and other music materials.
Process gifts.
Determine needs of library users.
Research and identify vendors and items for purchase.
Develop and upgrade department’s microcomputer lab.
Oversee daily use and maintenance of computer lab.
Design and create library web pages.
Develop mission and guidelines for collection development.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Music history and theory; university and state procedure; library materials handling; library acquisitions and publishing industry; copyright laws; computer hardware; online catalogs; print and electronic reference resources; personal computer applications.

Skill in: Preparing reports, budgets, and instructional materials; establishing rapport with faculty, staff, students, and others; effectively directing the work of others; making presentations; planning, gathering and organizing work; typing.
Ability to: Understand and interpret complex information and professional reading materials; understand university policies and procedures; read and interpret technical manuals; perform intermediate math; explain technical materials; give directions and explain use of various reference tools.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements