

## Music Library Association Job Archives - 2002

### **JANUARY**

The [BOSTON PUBLIC LIBRARY](#), Boston, Massachusetts, is looking for a Reference Librarian I (Music Department).

[CALIFORNIA STATE UNIVERSITY](#), Northridge, is looking for a Fine and Performing Arts Librarian. [Reposted from August 2001]

[NORTHWESTERN UNIVERSITY](#), Evanston, Illinois, is looking for a Music Cataloger.

[SAMFORD UNIVERSITY](#), Birmingham, Alabama, is looking for a Music Librarian. [Reposted from October 2001]

The [UNIVERSITY OF KANSAS](#), Lawrence, Kansas, is looking for a Music and Dance Librarian.

The [UNIVERSITY OF MINNESOTA-TWIN CITIES](#), Minneapolis, Minnesota, is looking for a Head, Music Library. [Revised from June 2001]

### **FEBRUARY**

[AUGUSTANA COLLEGE](#), Rock Island, Illinois, is looking for a Reference Librarian.

[FOLLETT AUDIOVISUAL RESOURCES](#) (FAR), Culver City, California, is looking for an Audiovisual Cataloging Supervisor. [Reposted from November 2001]

The [GEORGIA MUSIC HALL OF FAME](#), Macon, Georgia, is looking for Curator of Museum Education.

[HARVARD UNIVERSITY](#), Cambridge, Massachusetts, is looking for a Cataloger of Musical Scores. [Reposted from December 2001]

[INDIANA STATE UNIVERSITY](#), Terre Haute, Indiana, is looking for a Music Librarian. [Reposted from December 2001]

LIBRARY ASSOCIATES is facilitating a search for a [Professional Music Librarian](#) in Washington, D.C.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a Chief, Music Division, for the Performing Arts at Lincoln Center, The Research Libraries.

[NORTHERN ILLINOIS UNIVERSITY](#), DeKalb, Illinois, is looking for a Music Librarian.

[STANFORD UNIVERSITY](#), Stanford, California, is looking for a William R. Moran Curator for the Archive of Recorded Sound. [Revised from November 2001]

The [UNIVERSITY OF MANITOBA](#), Winnipeg, Manitoba, Canada, is looking for a Head, Architecture/Fine Arts and Music Libraries.

[VANDERBILT UNIVERSITY](#), Nashville, Tennessee, is looking for a Music Librarian.

### **MARCH**

[ARIZONA STATE UNIVERSITY](#), Tempe, Arizona, is looking for a Head of the Music Library.

[BREWTON-PARKER COLLEGE](#) , Mount Vernon, Georgia, is looking for a Catalog/Music Librarian .

The [CURTIS INSTITUTE OF MUSIC](#) , Philadelphia, Pennsylvania, is looking for Two Catalog Technicians .  
[MANSFIELD UNIVERSITY OF PENNSYLVANIA](#) , Mansfield, Pennsylvania, is looking for an Information Services Librarian (Music Specialty) .

The [MUSIC LIBRARY ASSOCIATION](#) is looking for a Treasurer/Executive Secretary .

The [UNIVERSITY OF ILLINOIS](#) , Urbana-Champaign, Illinois, is looking for a Music Digital Services Coordinator and Assistant or Associate Professor of Library Administration .

The [UNIVERSITY OF MICHIGAN](#) , Ann Arbor, Michigan, is looking for a Music Librarian .

The [UNIVERSITY OF NORTHERN IOWA](#) , Cedar Falls, Iowa, is looking for an Art & Music Librarian and Bibliographer .

The [UNIVERSITY OF VICTORIA](#) , Victoria, British Columbia, Canada, is looking for an Information Services Librarian, Music and Media.

[WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY](#) , Princeton, New Jersey, is looking for a Music Librarian (cataloging/reference) .

#### **APRIL**

[JUILLIARD ORCHESTRA LIBRARY](#), New York, is looking for an Intern (1-year position).

THE LIBRARY CO-OP, INC. is facilitating a search for a [Music Cataloger](#) in Philadelphia, Pennsylvania.

[RIPM](#): International Index to Nineteenth-Century Music Periodicals, Baltimore, Maryland, is looking for a Research and Funding Coordinator.

The [UNIVERSITY OF MINNESOTA-TWIN CITIES CAMPUS](#), Minneapolis, Minnesota, is looking for a Head, Music Library.

The [UNIVERSITY OF RICHMOND](#), Richmond, Virginia, is looking for a Music Librarian.

[WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY](#), Princeton, New Jersey, is looking for a Music Reference Librarian.

#### **MAY**

[MANNES COLLEGE OF MUSIC](#), NEW SCHOOL UNIVERSITY, New York, New York, is looking for a Director, Scherman Library.

[TEXAS A&M UNIVERSITY-COMMERCE](#), Commerce, Texas, is looking for a Humanities Reference Librarian.

[WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY](#), Princeton, New Jersey, is looking for a Part-time Music Reference Librarian. [revised from April 2002]

## **JUNE**

[KENT STATE UNIVERSITY](#), Kent Ohio, is looking for a Monograph and Nonprint Cataloger, Assistant Professor, Libraries & Media Services (Non Tenure-track)..

[MIDDLE TENNESSEE STATE UNIVERSITY](#), Murfreesboro, Tennessee, is looking for a Coordinator of Research Collections, Center for Popular Music.

[NAXOS](#) is looking for a Website Editor.

[NEW WORLD SCHOOL OF THE ARTS/MUSIC DIVISION](#), Miami, Florida, is looking for a Part-time Music Librarian.

The [ORGAN HISTORICAL SOCIETY](#) is looking for a Director of Publications.

[PHILLIPS EXETER ACADEMY](#), Exeter, New Hampshire, is looking for a Music/Reference Librarian.

[ROOSEVELT UNIVERSITY](#), Chicago, Illinois, is looking for an Assistant Music Librarian.

[SAM HOUSTON STATE UNIVERSITY](#), Huntsville, Texas, is looking for a Reference Librarian/Music Coordinator.

## **JULY**

The [BOSTON CONSERVATORY](#), Boston, Massachusetts, is looking for a Director of the Conservatory Library.

[BOSTON PUBLIC LIBRARY](#), Boston, Massachusetts, is looking for a Temporary Reference Librarian I (Music Department).

The [MANHATTAN SCHOOL OF MUSIC](#), New York, New York, is looking for a Head Catalog Librarian.

The [UNIVERSITY OF MISSISSIPPI](#), University, Mississippi, is looking for a Blues Curator and Assistant Professor.

The [UNIVERSITY OF PENNSYLVANIA](#), Philadelphia, Pennsylvania, is looking for a Head, Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center..

[YOUNGSTOWN STATE UNIVERSITY](#), Youngstown, Ohio, is looking for an Assistant Reference Librarian.  
[COLUMBIA COLLEGE CHICAGO](#), Chicago, Illinois, is looking for a Cataloger.

## **AUGUST**

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT, New York, New York, is looking for an Assistant Project Manager.

The [ST. LOUIS PUBLIC LIBRARY](#), St. Louis, Missouri, is looking for a Catalog Librarian.

[STANFORD UNIVERSITY](#), Stanford, California, is looking for an Operations Manager, Music Library.

The [UNIVERSITY OF MONTANA](#), Missoula, Montana, is looking for a Fine Arts Reference Librarian and Media Resources Coordinator.

### **SEPTEMBER**

[CARNEGIE MELLON UNIVERSITY](#), Pittsburgh, Pennsylvania, is looking for a Music and Catalog Librarian.

[DUKE UNIVERSITY](#), Durham, North Carolina, is looking for a Public Services Librarian, Music Library.

[INTERNATIONAL ASSOCIATION OF MUSIC LIBRARIES \(IAML\)](#) - US BRANCH is looking for a Treasurer.

[J & J LUBRANO](#), MUSIC ANTIQUARIANS, Lloyd Harbor, New York, is looking for an Assistant.

The [LIBRARY OF CONGRESS](#), Washington, D.C., is looking for Catalogers.

The [MANHATTAN SCHOOL OF MUSIC](#), New York, New York, is looking for a Head Catalog Librarian.

The [MARTIN LUTHER KING JR. MEMORIAL LIBRARY](#), MUSIC & RECREATION DIVISION, Washington, D.C., is looking for a Music Librarian.

[SUNY](#) at STONY BROOK, Stony Brook, New York, is looking for Music Library Support Staff.

The [UNIVERSITY OF RICHMOND](#), Richmond, Virginia, is looking for a Music Librarian.

### **OCTOBER**

The [BRITTEN-PEARS LIBRARY](#), Aldeburgh, England, is looking for a Librarian.

[DePAUL UNIVERSITY](#), Chicago, Illinois, is looking for a Technology Specialist in Digital Music Technology and Music.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for a Librarian.

[OCCIDENTAL COLLEGE](#), Los Angeles, California, is looking for a Part-Time Music Librarian.

The [ROYAL COLLEGE OF MUSIC](#), London, England, is looking for a TCS Associate/Archive Project Officer.

[STANFORD UNIVERSITY](#), Stanford, California, is looking for Stanford Humanities Fellows.

The [UNIVERSITY OF ARIZONA](#), Tucson, Arizona, is looking for an Assistant/Associate Librarian (Music Emphasis).

The [UNIVERSITY OF MISSISSIPPI](#), University, Mississippi, is looking for Two Catalogers.

The [UNIVERSITY OF SOUTH CAROLINA](#), Columbia, South Carolina, is looking for an Assistant Music Librarian.

A library in WASHINGTON, D.C. is looking for a [Music Librarian](#).

[BAYLOR UNIVERSITY](#), Waco, Texas, is looking for a Music and Fine Arts Librarian.

## **NOVEMBER**

[DENISON UNIVERSITY](#), Granville, Ohio, is looking for a Fine Arts/Web Services Librarian.

The [JUILLIARD ORCHESTRA LIBRARY](#), New York, New York, is looking for an Intern (1-year position).

[KENT STATE UNIVERSITY](#), Kent, Ohio, is looking for a Music and Media Cataloger.

The [MANHATTAN SCHOOL OF MUSIC](#), New York, New York, is looking for a Head Catalog Librarian.

The [NEW YORK PUBLIC LIBRARY](#), New York, New York, is looking for an Assistant Director for Administrative and Access Services for The New York Public Library for the Performing Arts..

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT, New York, New York, is looking for an Assistant Project Manager.

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT, New York, New York, is looking for a Specialist II.

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT (MUSIC), New York, New York, is looking for a Specialist II (or Specialist I on a training basis).

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT (RECORDED SOUND), New York, New York, is looking for a Librarian II (or Librarian I on a training basis).

The [NEW YORK PUBLIC LIBRARY](#) FOR THE PERFORMING ARTS/RODGERS AND HAMMERSTEIN ARCHIVES OF RECORDED SOUND, New York, New York, is looking for a Librarian II (or Librarian I on a training basis).

A library in PHILADELPHIA, PENNSYLVANIA is looking for a [Music Cataloger](#).

[RUTGERS UNIVERSITY](#), New Brunswick, New Jersey, is looking for a Music/Performing Arts Librarian.

[SOUTHERN METHODIST UNIVERSITY](#), Dallas, Texas, is looking for a Librarian I or II (Music, Theatre, and Dance Librarian).

[SOUTHWEST MISSOURI STATE UNIVERSITY](#), Springfield, Missouri, is looking for a Head of Music Library, Assistant Professor, Tenure Track.

[SOUTHWEST TEXAS STATE UNIVERSITY](#), San Marcos, Texas, is looking for a Music Librarian, School of Music.

[STANFORD UNIVERSITY](#), Stanford, California, is looking for a William R. Moran Curator for the Archive of Recorded Sound.

[SYRACUSE UNIVERSITY](#), Syracuse, New York, is looking for a Head, Fine Arts Department, Library.

The [UNIVERSITY OF AKRON](#), Akron, Ohio, is looking for a Performing Arts Librarian.

The [UNIVERSITY OF PENNSYLVANIA](#), Philadelphia, Pennsylvania, is looking for a Head, Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center.

A library in WASHINGTON, D.C. is looking for a [Music Librarian/Consultant](#).

### **DECEMBER**

The [BOSTON PUBLIC LIBRARY](#), Boston, Massachusetts, is looking for a Reference Librarian I (Music Department).

[CORNELL UNIVERSITY](#), Ithaca, New York, is looking for an Assistant Music Librarian.

[MANSFIELD UNIVERSITY](#), Mansfield, Pennsylvania, is looking for an Information Services Librarian.

The [UNIVERSITY OF MAINE](#), Orono, Maine, is looking for a Music Cataloger.

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The **BOSTON PUBLIC LIBRARY**, Boston, Massachusetts, is looking for a **Reference Librarian I** (Music Department).

Qualifications: A bachelor's degree in music from a recognized college or university and a master's degree in library science from an accredited library school. Master's degree in Music History preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the educational requirements. Relevant subject knowledge required; competency in foreign languages desirable; knowledge of basic bibliographic tools and sources in the subject area; knowledge of good reference techniques; strong commitment to public service; willingness to assume responsibility and carry out assignments independently; good oral and written communication skills; ability to work well with staff and public; initiative; dependability; good judgement; tact; flexibility; courtesy.

Duties: Under supervision, and within the framework of Library policies and practices, to participate in reference service to the public. The work also includes performance of various tasks requiring the successful application of the knowledge of professional literature, bibliographic sources, and principles of information delivery and services.

Salary & Benefits: \$34,298 - \$46,298, DOE. The Boston Public Library offers a generous benefits package including up to six weeks of vacation, fifteen sick days, personal time, group health which is 90% employer paid, 100% employer paid dental/vision plan, guaranteed pension plan, deferred compensation opportunities, and professional development.

Requirements: Must be a resident of the City of Boston upon first day of hire.

Application: Please send résumé and cover letter to: Boston Public Library, Attention: Human Resources, 700 Boylston Street, Boston, MA 02117. Or fax to: (617) 266-4673. Or e-mail to: [HR@BPL.ORG](mailto:HR@BPL.ORG).

**CALIFORNIA STATE UNIVERSITY**, Northridge, is looking for a Fine and Performing Arts Librarian.

**Responsibilities:** The California State University, Northridge, Library is seeking an energetic enthusiastic, and technologically knowledgeable librarian to serve as the Library's specialist in the Fine and Performing Arts. The Fine and Performing Arts Librarian will provide general reference service to faculty, students and community users, select materials in appropriate disciplines for the Library's fine and performing arts collections, participate in providing course specific library instruction, and assist in developing print and technology-based instructional materials. The Fine Arts Librarian also assists in planning, coordinating, evaluating and managing the Library's service programs associated with the Media/Fine Arts/Reserve service desk. Includes some evening and weekend hours.

**Qualifications:** Required: ALA accredited graduate degree (or equivalent degree); knowledge of fine and performing arts sources; customer service orientation and enthusiasm for public service; excellent communication skills and the ability to interact effectively with faculty, staff, and students in a culturally diverse and rapidly evolving environment; demonstrated ability and experience in using electronic bibliographic resources, including the WWW; demonstrated capability and commitment to engage in research and/or continued professional development worthy of promotion and tenure as a faculty member in the CSU system; ability to work independently and as a team member in a dynamic environment and on variety of simultaneous projects, and an ability and desire to promote library services and collections. Preferred: An advanced degree or substantial coursework in the fine or performing arts, experience providing a variety of media services, experience providing services and collections related to a reserve reading room or collection, experience creating web pages and/or using authoring and presentation software; experience conducting library presentations and/or teaching, experience with collection development, including media; experience supervising of staff and student employees, experience in fund raising or grant writing.

**General Information:** California State University, Northridge, is one of the largest campuses of the California State University System. Located in the San Fernando Valley, 25 miles northwest of downtown Los Angeles, it is the only public university in this metropolitan suburb of 1.2 million people. The student body of approximately 30,000 reflects the ethnic and cultural diversity of the region. CSU Northridge, is a comprehensive University offering undergraduate and graduate degrees in over 50 fields as well as credentials in the field of education. The University is committed to creating a community in which individuals from different backgrounds can live, learn and work together. For more information about the Library, please check the website at <http://library.csun.edu>.

**Salary & Benefits:** Senior Assistant Librarian. Salary: Minimum salary of \$48,156 and an excellent benefits package. Salary is dependent on qualifications and experience. This is a 12-month tenure track position.

**Deadline:** Screening to begin February 18, 2002, but preference will be given to applications received by March 20, 2002. Effective date of appointment: June 1, 2002.

**Application:** Send résumé with names, addresses and telephone numbers of three professional references to: Michael Barrett, Chair, Reference and Instructional Services, California State University, Northridge, 18111 Nordhoff St., Northridge, CA 91330-8326. Email: [michael.barrett@csun.edu](mailto:michael.barrett@csun.edu).

**NORTHWESTERN UNIVERSITY**, Evanston, Illinois, is looking for a **Music Cataloger**.

Summary: Performs original and copy cataloging of printed music, sound recordings, books, and microforms. May have some collection development responsibilities.

Responsibilities: Performs original and copy cataloging of printed music, sound recordings, books, and microforms, and related authority work as needed, utilizing OCLC, MARC, AACR2rev, LCSH, LC classification schedule M, and Voyager. Assists with maintenance of online bibliographic and authority files. Occasional special projects as assigned. May supervise student assistants. Other job-related duties as assigned.

Qualifications: Master's degree from an accredited program in library science required. A degree in music required; a graduate degree in music preferred. Familiarity with PC operations required. Familiarity with integrated online library systems required. Working knowledge of searching, creating, and editing bibliographic records in OCLC as well as name and subject authority files strongly preferred. Music cataloging experience in an academic environment preferred. Problem-solving, organizational skills, and attention to detail required. Bibliographic knowledge of two or more foreign languages, Western European languages preferred, and ability to work with Cyrillic and other non-Roman alphabets desirable. Excellent interpersonal skills required. Flexibility, self-motivation, and ability to work collegially, collaboratively, and effectively with minimal supervision necessary.

Salary: Dependent upon qualifications and experience, minimum \$30,700.

Deadline: Review of applications will begin immediately and continue until position is filled.

Application: Send letter of application and résumé, including names of three references, to Peter J. Devlin, Personnel Librarian, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60208-2300 or [library-personnel@northwestern.edu](mailto:library-personnel@northwestern.edu). Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

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**SAMFORD UNIVERSITY**, Birmingham, Alabama, is looking for a **Music Librarian**.

Position Description: The Music Librarian has responsibility for planning, developing, managing, and evaluating the facilities of the music collection in the University Library and will teach a music appreciation course. The librarian works directly with students and faculty in a service-oriented environment and acts as primary liaison between the library and the School of Performing arts. The Music Librarian contributes to the overall program, coordinates functions with public and technical services staff. The Music Librarian will participate in library instruction and the reference rotation.

Qualifications: Required: MLS/MLIS degree from an ALA-accredited program; a Bachelor's Degree in Music (Master's preferred); knowledge of and skills in the use of electronic resources and services; strong commitment to responsive and innovative service; the ability to balance varied responsibilities; excellent communication skills; the ability to work collaboratively and effectively with colleagues and students; Preferred: Experience in an academic library; teaching/training experience.

Rank & Salary: Faculty/Staff; twelve month appointment: salary commensurate with experience, beginning salary \$32,680; good benefits/vacation package; tuition remission.



Deadline: Review of applications will continue until the position is filled.

Application: Please send letter of application, résumé, and list of three references to: Jean Thomason, Samford University Library, 800 Lakeshore Drive, Birmingham, Alabama, 35229-7008.

The **UNIVERSITY OF KANSAS**, Lawrence, Kansas, is looking for a **Music and Dance Librarian**.

Description: The University of Kansas Libraries invites applications for the position of Music and Dance Librarian. A complete position announcement is available from the address below. This position serves as head of the Thomas Gorton Music and Dance Library, a newly constructed facility, opened in Summer 2000, located in Murphy Hall, the Music building on the Lawrence campus. Provides leadership for all operations of the Thomas Gorton Music and Dance Library. The Gorton Music and Dance Library serves academic programs through the doctoral level in Applied Music, Musicology, Music History, Music Theory and Composition, Music Education and Music Therapy, as well as undergraduate programs in all performance areas for dance and music (including theater, voice, music history, composition, music theory and music education). The collection contains over 80,000 volumes and scores, 25,000 sound recordings, 500 videocassettes, 8,200 microforms, and 400 subscriptions to periodicals and other serials, and monumental sets and collected editions.

Responsibilities: The Music and Dance Librarian is directly responsible for providing user services and instruction, collection development, management of the facility, and planning. Supervises 2 library assistants and approximately 3 FTE student assistants. Works closely with constituents, and with other operations affecting the Music and Dance Library, including centralized ordering and cataloging. Participates in professional service and demonstrates scholarly accomplishment.

Required Qualifications: Master's degree from an ALA-accredited program. Bachelor's degree in music or dance. Experience with music materials in an academic or research library. A working knowledge of dance materials. Strong commitment to collection building and to active, innovative public service programs. Effective oral and written communication skills and interpersonal skills. Ability to work effectively with faculty, students and staff. Experience conducting database searches. Knowledge of bibliographic resources in music and dance. Demonstrated ability to effectively plan, organize, and implement services and operations. Strong leadership potential.

Preferred Qualifications: Professional library experience with music and dance materials. Advanced degree in musicology. Reference, instructional and collection development experience with music and dance materials. Successful supervisory experience. Reading knowledge of German, Spanish, French, Italian, or other Western European languages. Experience with an integrated library system.

Salary & Benefits: Full-time, 12-month, tenure-track appointment. Highly competitive salary and benefits package.

Deadline: Review of applications will begin January 7, 2002. Applications will be accepted until the position is filled.

Application: For full consideration, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, a curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references are also required. Please send this material to: Sandra K. Gilliland, Asst. to the Dean; University of Kansas Libraries; 502

Watson Library; 1425 Jayhawk Blvd.; Lawrence, Kansas 66045-7544; phone: (785) 864-8922; fax: (785) 864-5311; e-mail: sgilliland@ku.edu. An Equal Opportunity, Affirmative Action Employer.

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The **UNIVERSITY OF MINNESOTA-TWIN CITIES**, Minneapolis, Minnesota, is looking for a **Head, Music Library**.

**Description:** The University of Minnesota--Twin Cities Libraries invites applications for a newly reconfigured position representing a collaboration between the University's School of Music and its Libraries. We seek applications and nominations of dynamic, innovative and creative individuals to lead the Music Library, one of 28 specialized units in the University of Minnesota Libraries, with collections of 60,000 books, 25,000 scores, 40,000 recordings, rare books, and notable special collections. The position reports to the Coordinator for Humanities Collections, Collection Development and Management Team, and works closely with the Director and faculty of the School of Music. Qualified applicants will be granted an adjunct faculty appointment in the School of Music. All library staff must have the ability to work effectively with a diverse community of faculty, students, and library colleagues in a team environment.

**Environment:** The University and the College of Liberal Arts have made significant new investments in the School of Music in faculty, facilities, technology, curricular programs and outreach. The growth and vitality of the Music Library is part of the School's plan of excellence as it approaches its Centennial year. The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

**Responsibilities:** Direct all activities of the Music Library. Exercise overall responsibility for music collection policy, materials selection, evaluation, fund management, and faculty liaison. Provide electronic and traditional reference and information services for library users. Work with the faculty and the Director of the School of Music to integrate library resources into curriculum and programs, particularly in the area of digital technology. Oversee 2.0 FTE paraprofessional staff, and numerous student assistants. Work with the University Librarian and the Director of the School of Music to build the Music Library's endowment as part of the University's Capital Campaign. Work within the Libraries team structure to advance library goals and activities. Develop and teach courses in the School of Music in an area of expertise (see Qualifications below) as part of the adjunct appointment in the School of Music.

**Qualifications:** Required: ALA accredited MLS or equivalent; supervisory experience; strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. For adjunct appointment in the School of Music, the candidate must hold a terminal degree in a field of music, such as applied performance, musicology, ethnomusicology, theory or music education, with evidence of successful professional scholarly and teaching experience. Desired: Advanced degree or significant graduate-level course work in a field of music; working knowledge of modern foreign language(s) other than English; collection development experience; knowledge of archival practices for sound recordings.

**Salary, Rank & Benefits:** This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at either the Assistant or Associate Librarian rank. Rank for adjunct appointment in the School of Music will be appropriate to the level of

education and scholarship, without tenure. The Libraries offers for this position a highly competitive salary, commensurate with qualifications and experience, with excellent benefits and substantial moving allowance. An additional stipend from the School of Music will be offered to qualifying candidates who will assume certain teaching responsibilities.

Deadline: Position is available April 1, 2002. Applications will be accepted until the position is filled.

Application: Send a letter of application, résumé, and the names, addresses, telephone numbers and e-mail addresses of three current professional references to: Human Resources, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis MN 55455-0414. Please identify your application with the number UL148. The University of Minnesota is an equal opportunity educator and employer.

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**AUGUSTANA COLLEGE**, Rock Island, Illinois, is looking for a **Reference Librarian**.

Description: The Augustana College Library is seeking applications for the position of Reference Librarian. The Reference Librarian will work with seven other librarians to facilitate the use of information resources in the teaching and learning of the college community. This is an excellent opportunity for a librarian seeking to undertake a variety of projects in a supportive, risk-taking environment. Responsibilities include reference, information literacy instruction, collection development, liaison with teaching faculty in the Fine and Performing Arts Division (including Music, Art, Art History, Speech Communication, Theater Arts and Communications Sciences & Disorders), and coordinating the exhibits and programming of the library.

Qualifications: Required qualifications include the following: excellent public service and teaching skills; a commitment to the role of the library in liberal learning; excellent oral and written communication skills; an MLS from an ALA accredited program or an equivalent qualification; and a sense of humor. Desirable qualifications include evidence of an interest in and/or experience with the development of displays, exhibits, and programming. The Augustana Library is "the living room of the campus," and as such organizes exhibits and programming to draw students and faculty into the library and foster the common intellectual life and community of Augustana College. The successful candidate will also be comfortable with the variety of computing technologies used in an up-to-date academic library. She or he will also be a team player who can work with library staff and faculty in developing new approaches to reference and instruction.

Environment: Rock Island is one of the Quad Cities, a diverse metropolitan area on the Mississippi River with about 350,000 residents. Augustana College is an equal opportunity employer and encourages applications from minority professionals. The college does not discriminate on the basis of age, race, color, ethnic origin, gender, sexual orientation, disability or creed. The college is a highly selective, four-year, liberal arts institution. The student body numbers about 2,200, most of whom live in residence halls located on a scenic, wooded 115-acre campus. Visit the college web site at [www.augustana.edu](http://www.augustana.edu) to learn more about the College and the Library.

Salary & Benefits: Reference librarians at Augustana College work 10 months of the year and evening and weekend duties on a rotating basis. Librarians at Augustana are non-tenure track members of the faculty. Salaries are competitive and vary with qualifications and experience. The college provides excellent benefits.

Deadline: Review of applications will begin immediately and continue until the vacancy is filled. Applications received before April 13, 2002 will receive first consideration. Preferably, the successful candidate will start work before the end of August, 2002.

Application: Send application letter, a separate single page statement of your philosophy of librarianship and résumé with the names, addresses, and telephone numbers of three references to: Mr. Jonathan Miller, Library Director, Augustana College Library, 639 38th Street, Rock Island, IL 61201-2296.

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**FOLLETT AUDIOVISUAL RESOURCES (FAR)**, Culver City, California, is looking for an **Audiovisual Cataloging Supervisor**. [Reposted from November 2001].

Tired of the same old, same old? Looking for a new challenge? Consider this exciting position...

Description: Performs all duties as described below for an Audiovisual Cataloger. Provides leadership in the understanding and interpretation of FAR and industry cataloging and classification policies. Reviews and revises bibliographic records created by FAR's West Coast staff members, or develops a plan for this review and revision in concert with the Director of Cataloging. Assists in the interviewing and hiring of additional and/or replacement staff, as requested by the Director of Cataloging. Provides training for new staff members in established cataloging and classification conventions as practiced by Follett Audiovisual Resources, and updates staff with policy changes as they are implemented. Oversees the daily operations of the cataloging staff in the West Coast office in accordance with FAR policies and procedures, including work assignments and receipt/return of materials from/to the Crystal Lake, Illinois facility. Assists with the preparation of both probationary and annual performance appraisals, upon the request of the Director of Cataloging.

Responsibilities: Performs original cataloging of audiovisual materials in English and foreign languages, in accordance with FAR and standard library cataloging practices, in Follett's MegaMARC cataloging utility for any and/or all of the following formats: VHS - both educational materials and feature films - 50 % of current workload, DVDs, audiocassettes - both spoken word and music, compact discs - both spoken word and music, CD-ROMs, kits - generally read-along books with cassettes or CDs, laser discs. Provides customization of bibliographic records and classification, using ANSCR, Dewey and/or LC class, to meet the needs of specific library customers. Assists in daily supervision of at least one paraprofessional staff member.

Qualifications: Requirements: M.L.S. from ALA accredited library and information sciences program. Working knowledge of AACR2, 1998 revision; LCRI; MARC 21; LC and LCAC subject headings; Sears Subject Headings; Dewey Decimal Classification and/or ANSCR and/or LC classification; familiarity with name/series and subject authority files and the Subject Cataloging Manual. Experience in cataloging in an online environment. Demonstrated excellence in written and oral communication skills. Ability to work productively, both independently and as part of a group of professional catalogers, with minimal supervision. Preferred: One or more years experience cataloging audiovisual materials. Familiarity with Cataloger's Desktop and Dewey for Windows. Curiosity about the world in which we live, familiarity with music in any/all genres, understanding of the varied needs of school, public and academic libraries, ability to "shift gears" as departmental needs change.

Salary & Benefits: Salary negotiable - commensurate with experience/qualifications. Excellent health and dental insurance; Life, accident and long-term disability insurance; Flexible spending plan; 401K

plan; Charity matching program; Tuition reimbursement for qualifying course work; Flexible working schedule.

Application: For more information contact, or send a résumé and letter of application to: Alyssa Resnick, Follett Audiovisual Resources, 6101 W. Centinela Ave., Suite 377, Culver City, CA 90230. 310-216-6392 telephone. 310-216-6395 fax. aresnick@far.follett.com. Website for the Follett Corporation is www.follett.com.

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The **GEORGIA MUSIC HALL OF FAME**, Macon, Georgia, is looking for a **Curator of Museum Education**.

Description: The Georgia Department of Community Affairs is seeking a Curator of Museum Education at the Georgia Music Hall of Fame in Macon.

Qualifications: Position requires knowledge of principles, methods, and practices of musicology and education administration; Georgia and American music history; PC hardware and software; research; and museum practices. Must have excellent oral, written and interpersonal communication skills, as well as problem solving skills. A Bachelor's degree in Education or Museum Studies is required; Master's degree preferred. In addition, four years of experience as an educator in a classroom and/or museum is required.

Salary & Benefits: This is a non-merit position with excellent state benefits and a beginning salary that will be based on experience.

Deadline: February 15, 2002

Application: Send letter of interest and résumé, along with salary requirement, to Ilona Rutherford, Office of Personnel, 60 Executive Park South, Atlanta, GA 30329 by close of business, Friday, February 15, 2002. No phone calls or faxes please. An equal opportunity employer.

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**HARVARD UNIVERSITY**, Cambridge, Massachusetts, is looking for a **Cataloger of Musical Scores**.  
[Reposted from December 2001]

Description & Responsibilities: The Eda Kuhn Loeb Music Library seeks a cataloger for special collections of musical scores and books. Under the supervision of the Senior Music Cataloger, responsible for cataloging a portion of the Ward Collection of opera vocal scores at Harvard University, a collection consisting of ca. 8000 musical scores, principally from the 19th and 20th centuries.

Qualifications: Demonstrable music knowledge required; advanced degree in music desirable; basic competence in German and Italian or French; MLS or equivalent; knowledge of AACR2, MARC formats required; experience with HOLLIS or Aleph preferred; must show evidence of results-oriented productivity and ability to work cooperatively in a team-oriented environment.

Salary & Rank: Full-time. Salary Grade 56. This position is temporary through January 15, 2003.

Application: Please use the apply on line feature at [http://jobs.harvard.edu/jobs/summ\\_req?in\\_post\\_id=13585](http://jobs.harvard.edu/jobs/summ_req?in_post_id=13585) or send your résumé and cover letter to: Harvard University, Resume Processing Center, Req# 12187, 11 Holyoke Street, Cambridge, MA 02138. Please note that upon submitting your credentials, you will become part of Harvard's applicant database, and therefore, may be considered for other suitable positions at the University. Harvard University is an equal opportunity employer committed to diversity.

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**INDIANA STATE UNIVERSITY**, Terre Haute, Indiana, is looking for a Music Librarian. [Reposted from December 2001]

Description: Catalog music materials in all formats; provide general and specialized reference service; serve as music subject specialist in collection development and as library representative to Music Dept. May serve as a team leader and on other teams. Ability to progress successfully toward tenure, promotion, and participate fully as Library faculty.

Qualifications: Required: ALA-accredited MLS or equivalent degree, undergraduate degree in music, knowledge of a foreign language; experience with OCLC and Voyager or other library systems.

Rank: This is a 12-month, tenure-track, faculty position.

Application: Send letter of application with names/addresses/phone numbers/emails of 3 references to: Search Committee, Cunningham Memorial Library, Indiana State University, Terre Haute, IN 47809. ISU is an AA/EOE. For complete job description, see <http://odin.indstate.edu/level1.dir/job.dir/jobs.html>.

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**LIBRARY ASSOCIATES** is facilitating a search for a **Professional Music Librarian** in Washington, D.C..

Description: Professional Music Librarian to provide consultant services full time (eight hours a day) on weekdays for a government library located in Washington, D.C. This position entails a special music collection for blind and handicapped individuals.

Responsibilities: Promptly respond to requests received electronically, phone, fax and mail. Supervise and coordinate requests for circulating materials. Work with staff to shelf-read, weed and reorganize a large collection of braille materials both print and audio. Update content of music catalogs and bibliographies.

Qualifications: Bachelor's or graduate degree in music. MLS preferred. Successful public service experience in a music library. Knowledge of basic music reference tools. Experience working with handicapped or disabled patrons highly desirable. Strong patron services experience required. Excellent communications skills required.

Salary & Benefits: Salary is commensurate with experience: Benefits after 60 days.

Application: Fax or email résumé to Joanne Schwarz ([jschwarz@libraryassociates.com](mailto:jschwarz@libraryassociates.com)) or Hal Brown ([hbrown@libraryassociates.com](mailto:hbrown@libraryassociates.com)) FAX: 310-289-9635. Library Associates 800-987-6794.

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The **NEW YORK PUBLIC LIBRARY**, New York, New York, is looking for a Chief, Music Division, for the Performing Arts at Lincoln Center, The Research Libraries.

Description: Manages all aspects of The Research Libraries' Music Division's programs and services, including public service, acquisitions, cataloging, metadata, conservation, exhibitions, publications and public programming. Develops new service models, as well as access and preservation systems; participates in policy, budget and program planning, execution, and evaluation. Incumbent will have responsibility for integrating the programs and services of this division into our networked society via the WWW and other information management systems.

Qualifications: ALA-accredited ML(I)S degree and a graduate degree in musicology or other related discipline required. Experience administering and managing a large music research collection and a thorough knowledge of music-related bibliographical resources preferred. Experience in policy planning, implementation, and assessment; budgeting and personnel management; advanced technology and electronic information management; an ability to read music and working knowledge of at least two Western European languages.

Application: To apply, please send résumé and cover letter, including salary requirements, to: The New York Public Library, HR Dept Code: AG-MUS, 188 Madison Avenue, 5th Floor, New York, NY 10016. Or email: [hrd@nypl.org](mailto:hrd@nypl.org). An Equal Opportunity Employer. Only candidates selected for further consideration will be contacted.

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**NORTHERN ILLINOIS UNIVERSITY**, DeKalb, Illinois, is looking for a **Music Librarian**.

Description: Managerially responsible for evaluation and supervision of the Music Library. Has responsibility for circulation, reference, library instruction, collection development, and cataloging of music scores and sound recordings. Functions as the liaison between the University Libraries and the School of Music and maintains effective communication with colleagues, faculty, and students. Assists in the development of policies and procedures, and assumes special projects as assigned. Fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service. Reports to Coordinator of Branch Libraries.

Faculty Responsibilities: Fulfills requirements of faculty status in areas of contributions to librarianship, scholarly activities, and service; participates in professional activities, professional development, scholarly research and publication; serves on library, university, and/or professional committees.

Qualifications: Required: An earned MLS degree from an ALA-accredited program or its equivalent; master's degree in music; experience and/or substantial coursework in cataloging; understanding of issues related to music librarianship, including familiarity with music cataloging standards, online systems, and provision of music reference service and bibliographic instruction; excellent interpersonal, oral, and written communication skills; ability to work effectively with faculty, staff, students, and the general public. Preferred: Experience in an academic library, preferably in a music-related position; experience with original cataloging of music materials; supervisory experience; reading knowledge of at least one foreign language.

Salary, Rank & Benefits: Full-time, twelve-month, tenure-track, ranked faculty position. Academic rank commensurate with experience and education, with appointment at assistant professor or above. Salary based on relevant experience, beginning at \$40,000. The University offers an attractive package of benefits, including 24 days of paid vacation annually; sick leave; state retirement plan; and a flexible selection of medical, life, dental, and vision insurance; and additional benefits.

Deadline: Complete application must be received by March 1, 2002. Position available July 1, 2002.

Application: Send cover letter, résumé, and the names/addresses/phone numbers/e-mail addresses of three references to: H. Stephen Wright, Associate Dean for Public Services, University Libraries, Northern Illinois University, DeKalb, IL 60115-2868. Nominations invited. More information available at <http://libws66.lib.niu.edu/jobs.html>.

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**STANFORD UNIVERSITY**, Stanford, California, is looking for a **William R. Moran Curator** for the Archive of Recorded Sound. [Revised from November 2001]

Description: Responsible to Head, Humanities Resource Group. The William R. Moran Curator for the Archive of Recorded Sound administers and directs programs, including public services, collection development, bibliographic instruction, technical services, preservation, and development for the Archive of Recorded Sound. The Curator also represents the Archive on the Humanities and Areas Studies Group management team responsible for humanities and area studies in the Stanford University Libraries. In addition to advanced subject expertise in the history and technology of sound recording, the Curator must have proven managerial ability and be capable of contributing to the programs and projects of the Libraries in general as well as to the university.

Responsibilities: Defines and implements goals, policies, and services of the Archive of Recorded Sound in accordance with Stanford University Libraries and Academic Information Resources (SUL/AIR) policies. Manages and evaluates the work of the Archive staff. Develops and manages Archive collections to meet Music Department and other university programmatic needs. Cooperates and collaborates with other SUL curators and selectors to assure coverage of interdisciplinary areas and appropriate treatment of archival sound media. Supervises and provides research, reference, and information services in the Archive using both automated and traditional bibliographic and discographic resources. Provides bibliographic instruction in the use of archival materials and reference sources as needed and appropriate. Maintains close contact with the faculty in the Music Department and other departments as appropriate to assure that the Archive collections and services fulfill and anticipate programmatic and research needs. Plans, initiates, and supervises the Archive's collection preservation program. Keeps abreast of current preservation issues and technologies. Advises the SUL Preservation Department on the preservation of archival sound formats and equipment. Stays abreast of current developments in archival practice and theory, particularly with respect to archival sound collections, through active participation in appropriate professional organizations. Represents the Archive in the Humanities and Areas Studies Resource Group and contributes to that group's planning, policy and process. Contributes as appropriate to projects, programs and services of the Humanities and Area Studies Resource Center. Serves on Library committees and manages library projects as appropriate or assigned. Formulates and coordinates the Archive's development and public relations program, working closely with the Library Development Officer and the Associate University Librarian for Collections and Services. Encourages and cultivates close relations with donors of funds and materials relating to the Archive's collections. Initiates and supervises appropriate outreach and fundraising efforts.



Qualifications: Substantial knowledge of and experience in academic or research libraries and the university research environment are required. MLS from an ALA-accredited library school, accreditation in archival management, or the equivalent in training and experience is required. Graduate training in music, musicology or a related field is highly desirable. Advanced knowledge of archival management, the history and technology of sound recording and playback, and the recording industry is required. Demonstrated professional accomplishments relevant to the responsibilities of this position are required. These may include scholarly publications, teaching experience, and library-related publications and presentation. Demonstrated supervisory capacity is required. Demonstrated capacity to work effectively and collegially with library and academic information resources staff as well as with faculty and students is required. Ability to perform effectively in and contribute successfully to a diverse, multicultural workplace environment is also required. Evidence of the ability to communicate effectively, both orally and in writing, is required. Reading knowledge of at least one Western European language is highly desirable. Experience with current technology and information systems is required.

Archive Environment: The libraries of Stanford University consist of roughly seven million volumes and over 500 staff members and include the University Libraries and five "coordinate" (school or institution) libraries. The Stanford University Libraries consist of a main research library (Green Library) and eleven research branch libraries serving the sciences, social sciences, and humanities. Located in the Braun Music Center, the Archive of Recorded Sound was one of the first major collections devoted to the acquisition, preservation, and dissemination of historically and artistically significant sound recordings at an educational institution. The Archive houses more than 250,000 recordings and 6,000 prints and manuscript items. Recording formats include wax cylinders, shellac and vinyl discs, acetate and aluminum transcription discs, tapes, and digital recordings of various types. The Archive also maintains an extensive reference collection of books and periodicals on the history and development of the sound recording industry and its major figures. While the Archive's primary user community is the Department of Music, it also serves a variety of other Stanford programs and departments and welcomes researchers from across the nation and abroad.

Salary & Benefits: Compensation will be based on relevant qualifications and experience.

Deadline: Open until appointment is made; applications will be considered when received.

Application: Applicants should supply with their cover letter, a complete statement of their qualifications, a full résumé of their education and relevant experience, and the names and addresses of three references who have knowledge of their professional qualifications for this position. Letters and documents should refer to Position #90 and be addressed to: Carol Olsen, Director of Human Resources, Stanford University Libraries, Stanford University, Stanford, CA 94305-3090. Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and individuals with disabilities.

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The **UNIVERSITY OF MANITOBA**, Winnipeg, Manitoba, Canada, is looking for a **Head, Architecture/Fine Arts and Music Libraries**.

Description: The University of Manitoba Libraries consists of eight unit libraries and four satellite information centers located on the Fort Garry and Bannatyne Campuses and at the St. Boniface and Victoria General Hospitals. With collections of over 2 million volumes, an annual operating budget of

over 15 million dollars and a full-time equivalent staff of approximately 205 employees, the Libraries serves a community of approximately 38,000 students, faculty, staff and citizen borrowers. The Architecture and Fine Arts Library supports the teaching and research requirements of the Faculty of Architecture, which consists of four graduate departments (Landscape Architecture, Architecture, City Planning and Interior Design) and two undergraduate programs (Environmental Design, Interior Design) and the School of Art, which offers undergraduate degrees in Art History and Studio Art. Service is also extended to members of the design and artistic community and to the general public. The library includes the Slide Collection and the Product Catalogue Collection. The Eckhardt-Gramatté Music Library provides library service to the School of Music and Winnipeg's musical community. In addition to monographs and periodicals, the library's specialized collections include music scores, performance music, phono records, compact discs, audiotapes, and videocassettes. For more information about the Libraries and the University of Manitoba, please visit our web site: <http://www.umanitoba.ca/libraries/>.

**Responsibilities:** Reporting to the Director of Libraries, the successful candidate will be responsible for the overall operation of both the Architecture/Fine Arts Library and the Eckhardt-Gramatté Music Library in all aspects, including administration of the facilities, policy formulation, collection development, budget preparation and control, physical facilities planning, library user services, planning and developing digital access to visual resources, supervision of staff and staff development. A major fund raising campaign has begun to create a combined Architecture/Fine Arts and Music Library in a new building.

**Qualifications:** A Master's degree from an ALA accredited library program with an education in or knowledge of subject literature in architecture, planning, landscape architecture, interior design, art or music. An additional graduate degree(s) in a related discipline is preferred. Five years experience at the professional level in a large research or academic library with demonstrated management experience, including planning services, organizing physical spaces, budget administration and directing staff is required. Work experience in an architecture, art, or music branch or special library preferred. Experience with reference services, bibliographic instruction, collection development and a demonstrated knowledge of library information services, emerging electronic information sources, and their application to libraries is required. Experience as a participant in the process of library design and renovation preferred. It is essential that the successful candidate be highly motivated and self-directed, and have a demonstrated ability to work independently and as part of a team. Excellent communications and interpersonal skills are required to work successfully with patrons and staff in a variety of situations. The successful candidate should have a commitment to professional growth and is expected to participate in professional development activities.

**Salary & Rank:** Appointment, including rank and salary will be commensurate with experience. This position may require a two-year probationary period.

**Deadline:** This position will commence on July 1, 2002 or as soon as possible thereafter.

**Application:** Applications including curriculum vitae and the names and addresses (including phone, e-mail address and fax numbers) of three references to: Chris Anstead, Landmark Consulting Group, 25 Main Street W., Suite 2225, Hamilton, ON L8P 1H1. Or by email to: [resumes@landmarkconsulting.org](mailto:resumes@landmarkconsulting.org). The University of Manitoba encourages applications from qualified men and women, including members of visible minorities, aboriginal peoples and persons with disabilities.

**VANDERBILT UNIVERSITY**, Nashville, Tennessee, is looking for a **Music Librarian**.

Description: Vanderbilt University is seeking a creative and client-centered Music Librarian. Reporting to the Director of the Anne Potter Wilson Music Library, the Music Librarian will perform cataloging, subject analysis, classification and authority work for all materials (monographs, scores, recordings, serials and electronic resources) in the music library. The Music Librarian will work closely with other technical services staff in the Heard library system and will participate in system-wide committees and working groups. With other music library staff, the Music Librarian will contribute to the evaluation and development of collections and services at the music library. Areas for future responsibility may include collection management, public service and digital initiatives.

Qualifications: A Master's degree from an ALA-accredited program and an undergraduate degree in music or the equivalent are required. Also required is knowledge of AACR2, LCRI, music cataloging decisions, LCSH, LC classification, and MARC formats for music; experience using OCLC or another bibliographic utility for cataloging; bibliographic knowledge of one European language. One year of experience in cataloging in an academic or music environment, reading knowledge of German; and a graduate degree in music are preferred qualifications.

Environment: Vanderbilt University consists of ten schools and colleges with an enrollment of over 10,000. The Heard Library system has a collection of over 2.6 million volumes and a staff of 216. The Library is a member of ARL and SOLINET, and participates in PCC, BIBCO, NACO and OCLC Enhance. The Anne Potter Wilson Music Library is located in the 136,000 sq. ft. Blair School of Music. The Blair School has an undergraduate enrollment of 170 music majors and extensive community music programs. The Library supports the research and curriculum needs of the Blair School, as well as providing access to musical knowledge and materials for the wider Vanderbilt community. Resources include over 40,000 books and scores, 20,000 recordings, 170 current journal subscriptions and numerous electronic resources. For more information on the Anne Potter Wilson Music Library and the Blair School of Music, consult the library home page at <http://www.library.vanderbilt.edu/music>. Vanderbilt University is located in Nashville, Tennessee, a major business and education center in the mid-South with a population of over one million in the metropolitan area.

Salary & Benefits: Salary negotiable depending on experience (\$31,000 minimum). Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; a tuition discount program; and paid vacation, holidays, and sick leave.

Deadline: Review of applications will begin no later than April 1, 2002, and continue until the position is filled.

Application: Send letter of application addressing your suitability for this position and résumé, with names, addresses, and telephone numbers of three references to: Lisa C. Shipman, Library Personnel Officer, Vanderbilt University Library, 419 21st Avenue South, Nashville, Tennessee 37240-0007. Vanderbilt University is an equal opportunity, affirmative action employer. Minorities, persons with disabilities, and women are particularly encouraged to apply.

**ARIZONA STATE UNIVERSITY**, Tempe, Arizona, is looking for a **Head of the Music Library**.

Description: Arizona State University, University Libraries is seeking versatile librarians with a strong commitment to customer service for a Head of the Music Library. One of several branch libraries on the main ASU campus, the Music Library has a staff of two FTE plus student workers. The collection includes approximately 40,000 books, 90,000 scores and 30,000 sound recordings as well as periodicals and microforms. Located in spacious quarters in the nationally known ASU School of Music, which has about 740 students, including 350 graduate students, and a full-time faculty of 62 plus additional faculty associates. Degree programs are offered through the D.M.A. Performance facilities include the world-famous Grady Gammage Auditorium (designed by Frank Lloyd Wright) and a German Baroque style tracker organ built by Paul Fritts in a hall modeled upon churches of the period. The University Libraries, with holdings of over three million volumes, is a member of ARL, CRL, OCLC, GWLA, RLIN. Located in the greater Phoenix metropolitan area, with the main campus in Tempe, Arizona State University was named a Research I university by the Carnegie Foundation for the Advancement of Teaching in early 1994. It is a rapidly growing multi-campus public research university offering programs from the baccalaureate through the doctorate for approximately 49,000 full-time and part-time students. The Phoenix area offers all the cultural advantages of a great city including the Phoenix Symphony, Arizona Opera, Ballet Arizona, Chamber Music Society, art museums, etc. For more information see these websites: <http://www.asu.edu> ; <http://www.asu.edu/lib/music> ; <http://www.tempe.gov> ; <http://music.asu.edu/home.html> .

Responsibilities: This is a full-time continuing appointment-track (Academic Professional) position requiring professional development and service in addition to excellent job performance. The position reports to the Associate Dean of Libraries for Library Services. The Head is responsible for library services and outreach to the faculty, students, and to all library users interested in music and related subjects as well as collection development for music materials. Manages all aspects of operations, including staff and student personnel supervision, and policy guidance for the branch library; developing and implementing programs and services; coordinating library services, collections and programs with the ASU School of Music; reporting to the Collection Development Humanities Coordinator, to provide collection development as the music subject specialist; providing library instruction and reference service as the music subject specialist; contributing management and planning of the University Libraries. The Head of the Music Library works independently, with vision and initiative, and takes risks while using sound judgment, within an organization that emphasizes collaboration to provide outstanding customer service.

Qualifications: Required: American Library Association accredited Master of Library/Information Sciences degree; Bachelor degree in music; Five years experience as a librarian in an academic, research or special library with at least two years in public service; Relevant experience in a music library, including knowledge of and demonstrated experience with music sources and music reference materials (including in a variety of electronic formats); Demonstrated managerial/administrative skills, including the supervision of staff. Rank (assistant, associate, or full) dependent upon level of professional preparation and experience. Preferred: Advanced degree in music; Reading and bibliographic knowledge in a foreign language (such as German, Italian, French, etc.); Minimum of three years experience at a department, branch or unit head level in an academic research library; Demonstrated interpersonal skills (such as experience within an organization that emphasizes staff collaboration and customer service, and ability to work with students, faculty and staff); Demonstrated ability to effectively plan, implement and evaluate library service programs; Excellent communication skills; Relevant library collection development experience; Knowledge of issues relevant to music librarianship in the academic

and/or research library environment (e.g., information literacy, electronic information systems, virtual reference, audio streaming, etc.); Demonstrated expertise in library and bibliographic instruction in music; Knowledge of principles and processes for providing outstanding customer service, including quality service standards and customer satisfaction evaluation.

Salary & Rank: \$40,000 minimum, or commensurate with qualifications and experience. Salary and rank (assistant, associate, or full) is dependent upon level of professional preparation and experience.

Deadline: Review of applications will begin Monday, April 1, 2002 and will continue the first of every month until the position is filled. Hiring is contingent upon eligibility to work in the United States.

Application: Send letter, résumé, and names, addresses (include e-mail address if possible) and phone numbers of four recent professional references to: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries, Arizona State University, Box 871006, Tempe, AZ 85287-1006. Telephone: (480) 965-3417; FAX: (480) 965-9169; E-mail: karie.pifer@asu.edu . Full position description is available upon request. Please address work history as it pertains to each of the qualifications listed. ASU is an EO/AA employer and actively seeks diversity among applicants and promotes a diverse workforce.

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**BREWTON-PARKER COLLEGE** , Mount Vernon, Georgia, is looking for a **Catalog/Music Librarian**.

Description: The Fountain-New Library, Brewton-Parker College invites applications for a catalog/music librarian position to begin August 2002. Primary responsibilities include cataloging and classification in all formats, original and copy cataloging, authority control, and management of the library catalog (Dynix). Other responsibilities include management of the library's music collection.

Minimum qualifications: ALA-accredited MLS, familiarity with AACR2, OCLC, MARC formats, LCSH and automated library systems, excellent communication skills, interest in professional development, ability to work well with others, and a strong degree of self motivation. Prefer candidates with at least a Bachelor's degree in Music History and Literature and working knowledge in Italian, German, and French.

Environment: Brewton-Parker College, located in rural Georgia, is a private, four-year liberal arts college owned by the Georgia Baptist Convention. Additional information may be obtained by visiting the college's website at <http://www.bpc.edu>. The library serves an enrollment of 1,200 students with a collection of approximately 75,000 volumes.

Salary & Rank: This position is a 12-month tenure-track appointment with faculty rank. Salary is dependent on qualifications and experience.

Deadline: The search committee will begin reviewing applications on April 1, 2002.

Application: Send letter of application, résumé and three references to: Ann Turner, Fountain-New Library, Brewton-Parker College, Highway 280, Mount Vernon, Georgia 30445 or [toaturner@bpc.edu](mailto:toaturner@bpc.edu).

The **CURTIS INSTITUTE OF MUSIC** , Philadelphia, Pennsylvania, is looking for **Two Catalog Technicians**.

Major Responsibilities: Retroconversion-related activities, including capturing and editing records for music scores, books on music, and sound recordings using OCLC and standard cataloging and classification tools. Assist in online catalog and local authority file maintenance; other duties as assigned.

Position reports to the Catalog Librarian.

Qualifications: Required: Bachelor's degree in music; basic knowledge of German and at least one Romance language; detail orientation; ability to work independently. Preferred: Advanced degree in music; MLS or equivalent; experience in a music library or technical services department.

Environment: The Curtis library serves a borrowing population of 165 students and 75 faculty with a collection of 60,000 scores, 10,000 books, 15,000 recordings, scholarly editions for 80 composers, and more than 1,000 orchestra sets. Library staff numbers 5.75 FTE (including 4 professionals) and 4 FTE student workers. More information about the Institute is available on the World Wide Web at [www.curtis.edu](http://www.curtis.edu).

Salary, Rank & Benefits: 3-year, full-time appointment. Annual salary \$28,000. Competitive benefits package includes 20 days vacation, sick leave, holidays, health insurance, TIAA-CREF retirement plan.

Deadline: Position available June 1, 2002; screening of applications will begin immediately and will continue until the positions are filled.

Application: Send: (1) letter of application, (2) current curriculum vitae, and (3) names and addresses of at least two individuals who know the candidate professionally, to: Elizabeth Walker, Head Librarian, The Curtis Institute of Music, 1726 Locust Street, Philadelphia, PA 19103. Telephone: (215) 717-3121. Fax: (215) 893-9065. Email: [elizabeth.walker@curtis.edu](mailto:elizabeth.walker@curtis.edu) . As an equal opportunity employer, the policy of The Curtis Institute of Music is to employ applicants strictly on the basis of an individuals' qualifications. Selections are made without regard to race, creed, color, religious beliefs, gender, marital status, national origin, age, disability, veteran status or any other legally protected basis. An applicant who needs a reasonable accomodation for any aspect of the application process should notify Patricia Lombardo, Human Resources & Benefits Coordinator.

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**MANSFIELD UNIVERSITY OF PENNSYLVANIA** , Mansfield, Pennsylvania, is looking for an **Information Services Librarian** (Music Specialty).

Wanted: Enthusiastic, self-motivated, fun-loving librarian seeking excellent opportunity to serve students and faculty in an innovative, progressive library.

Responsibilities : Provide general and music reference services in a team-approach environment; serve as liaison for the purposes of collection development and library user instruction for Music (a recognized "area of distinction " at the university) and other disciplines, as determined by the candidate's interests, experience and library needs. Librarians are given ample opportunity to innovate, so candidates are strongly encouraged to develop new ways to provide information services, both independently and in collaboration with others. Must have additional graduate course work to be eligible for tenure.

Qualifications: Required: 1) M.L.S. from an ALA-accredited institution; 2) excellent written and oral communication skills; 3) evidence of commitment to general and music reference service; 4) demonstrated teaching ability, partly determined by a 30 min. presentation during the interview; 5) significant knowledge of music literature. 6) completion of a successful interview. Desired: 1) course work, degree or experience in a variety of music disciplines; 2) appropriate work experience in an academic library. 3) desire to innovate and propose new ways to improve customer and information services.

About the University and Mansfield: Mansfield University is one of 14 institutions in the Pennsylvania State System of Higher Education, with access to many shared databases and electronic resources. The town is located in a scenic area 30 miles south of Corning, NY, and 48 miles north of ) or by phone: (570) 662-4684.

Salary & Rank: Top-notch salary for this tenure track faculty position begins at \$37,332 for a 30-week academic year. Summer work is optional at additional pay (or you could just take the time off to do as you please).

Deadline: Review of applications will begin March 15 and will continue until the position is filled, with preference given to applications postmarked by April 1.

Application: Submit a letter of intent, résumé, copies of graduate and undergraduate transcripts, and the names, addresses, and telephone numbers of three references to: Position F-651, Human Resources Department, Alumni Hall 106, Mansfield University, Mansfield, PA 16933. A condition of employment will be a complete set of official transcripts for all academic work. For the official job announcement visit MU Jobs on the Internet: <http://www.mnsfld.edu/depts/resource/jobs.html>

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The **MUSIC LIBRARY ASSOCIATION** is looking for a **Treasurer/Executive Secretary**.

Description: The Treasurer/Executive Secretary is responsible for working with the Association's business office with respect to the financial and administrative functions of the association. These areas include, but are not limited to, reviewing day-to-day accounting, the membership database, and subscription services; signing all association payments; administering the Association's calendar; and acting as an intermediary with A-R Editions staff, the Board and the membership of the Association on these matters. The Treasurer/Executive Secretary is a non-voting member of the Board of Directors and an ex-officio voting member of the Development, Finance, Membership, and Publications Committees, and the Marketing Subcommittee, and an ex-officio, non-voting member of the Investments Subcommittee. The Treasurer/Executive Secretary works closely with these committees, the Association's administrative office, the President, and the Board to carry out the mission of the Association.

Qualifications: The position requires a dynamic, well-organized individual with at least five years' experience as a music librarian; administrative experience and knowledge of management principles (including fiscal operations); experience in editing or the production of publications; access to and experience with personal computers and electronic mail; and familiarity with the Music Library Association and other professional organizations. Experience with Microsoft Access, Microsoft Excel, and QuickBooks (or other standard bookkeeping/accounting software) is preferred. Membership in MLA is required. The Treasurer/Executive Secretary receives an honorarium of \$5,000 per year and support for

expenses necessary to carry out the responsibilities of the position (travel, telephone, postage, supplies, etc.)

Term: The duration of appointment is one year, with reappointment possible for a total of four years. The Board reviews the performance of the Treasurer/Executive Secretary annually. The President reappoints upon successful review and the desire of the incumbent to continue. The successful candidate will be appointed at the June 2002 Board meeting and will work closely with the current Treasurer/Executive Secretary until the annual meeting in Austin, Texas in February 2003, taking over all responsibilities at that time.

Deadline: The deadline for applications is May 1, 2002.

Application: The Search Committee (Paula Matthews (Princeton University), chair; Bonna Boettcher (Bowling Green State University); Ralph Papakhian (Indiana University); Brad Short (Washington University); James Zychowicz (A-R- Editions, Inc.); Laura Gayle Green (University of Missouri-Kansas City), ex-officio) will hold telephone interviews with the finalists during May 2002. Final interviews will be held in Madison, Wisconsin in conjunction with the MLA Board meeting, scheduled for 7-10 June 2002. Please send a letter of application and résumé with a list of three professional references by mail or e-mail attachment to: James Zychowicz, MLA, 8551 Research Way, Suite 180, Middleton, WI 53562. E-mail: james.zychowicz@areditions.com. Please contact any member of the search committee or the chair (atpmatthew@princeton.edu or by phone at 609/258-4251) to request additional information or to offer nominations.

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The **UNIVERSITY OF ILLINOIS**, Urbana-Champaign, Illinois, is looking for a **Music Digital Services Coordinator and Assistant or Associate Professor of Library Administration**.

Duties and Responsibilities: The University of Illinois Music Library is looking for an energetic, service-oriented librarian with experience in developing and maintaining digital resources and services, building music-library collections, and providing user-information services. The responsibilities of the Coordinator include: developing and maintaining the library's digital information services, including online reserves; building and assessing the library's collection of monographs and monitoring its monograph approval plans; developing and managing collection-access projects related to the library's unprocessed special collections; providing, along with other library staff members, reference service and user instruction; and making initial decisions for donated books, scores, and sound recordings. As a member of the Music Library faculty, the Music Digital Services Coordinator participates in shared planning and decision-making for the library.

Environment: The University of Illinois Library at Urbana-Champaign is one of the preeminent research collections in the nation and the world. With more than 9 million volumes and a total of 21 million items, it ranks third among academic libraries in the United States and first among public university libraries in the world. As the intellectual heart of the campus, the Library is committed to maintaining the strongest collections and services possible and engaging in research and development activities--both of which support the University's mission of teaching, research, and public service. The Library currently employs approximately 100 faculty and 300 staff members. For more detailed information, please visit <http://www.library.uiuc.edu>. The Library consists of more than forty departmental libraries that are located throughout campus and administratively organized into eight divisions. The Music Library, founded in 1944 and located in the Music Building, is among the largest collections of its kind at



a public university. The library supports a wide range of graduate and doctoral programs in the School of Music and collects materials within most fields of musical performance, music education, musicology, music theory, and composition. The staff comprises 4 FTE librarians, 8.5 FTE staff, 1 FTE graduate assistant, and 3.5 FTE student employees. The library's special collections include the Harry Partch Archives (manuscripts, films, sound recordings, and papers), the microfilm collection of the Musicological Archives for Renaissance Manuscript Studies (representing more than 1,600 manuscripts of polyphonic music), the Lawrence King Opera Collection (over 40,000 sound and video recordings, scores, photographs, and librettos), the Gottfried Fraenkel Collection of eighteenth- and nineteenth-century editions of European music (approximately 900 titles, including many first editions), a collection of approximately 100,000 titles of American popular music from the 1790s through the 1970s, and the Walter J. Kasura collection of Russian folk-orchestra music (23,000 titles). For more information see the library's website at <http://www.library.uiuc.edu/mux>.

**Campus and Community:** The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Doctoral/Research University-Extensive) that is ranked among the best in the world. Chartered in 1867, it provides undergraduate and graduate education in more than 150 fields of study, conducts theoretical and applied research, and provides public service to the state and the nation. It employs 2,000 faculty members who serve 26,000 undergraduate and 10,000 graduate and professional students; approximately 25% of faculty receive campus wide recognition each year for excellence in teaching. More information about the campus is available at <http://www.uiuc.edu>. The University is located in the twin cities of Champaign and Urbana, which have a combined population of 100,000 and are situated about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 miles northeast of St. Louis. The University and its surrounding communities offer a cultural and recreational environment ideally suited to the work of a major research institution. For more information about the community visit <http://www.uiuc.edu/misc/campus.html>, <http://cucvb.org/>, or <http://www.ccchamber.org/>

**Qualifications: Required:** Master's degree or equivalent from an ALA-accredited library school and a bachelor's degree in music or equivalent. Minimum two years experience in an academic music library. Experience providing reference service and creating and maintaining web pages and web-based resources. Ability to read German or French. Strong interpersonal skills. Effective written and oral communications skills. **Preferred:** Experience selecting music materials for an academic library. Graduate study in Music. Evidence of a commitment to professional development, research and service.

**Salary, Rank & Benefits:** Position available August 21, 2002. A full-time tenure track faculty position. Salary and rank commensurate with credentials and experience. This is a full-time faculty appointment at the rank of Assistant or Associate Professor, depending on service and research record. Librarians have faculty rank and must demonstrate excellence in librarianship, research, publication, and service in order to meet university standards for promotion and tenure. Twelve-month appointment; 24 work days vacation per year; 11 paid holidays; 12 annual sick leave days (cumulative), plus an additional 13 days (non-cumulative) per year if necessary; health insurance, requiring a small co-payment, is provided to employee (coverage for dependents may be purchased); participation in State Universities Retirement System, which includes several private options, is compulsory (8% of staff member's salary is withheld and is refundable upon termination); newly hired university employees are covered by the Medicare portion of Social Security and are subject to its deduction.

**Deadline:** In order to assure maximum consideration, applications and nominations should be received by April 1, 2002.

Application: Send letter of application and complete résumé with the names, addresses, telephone numbers and e-mail addresses (where available) of three references to: Cindy Kelly, Head, Human Resources, University of Illinois Library at Urbana-Champaign, 1408 West Gregory Drive, Urbana, IL 61801. Phone: (217) 333-8169. The University of Illinois is an Affirmative Action/Equal Opportunity Employer.

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The **UNIVERSITY OF MICHIGAN**, Ann Arbor, Michigan, is looking for a **Music Librarian**.

Description: The University of Michigan seeks a creative, service-oriented Music Librarian. This position participates in providing reference and research support to library users, and works closely with School of Music faculty in selected areas to meet specific research and instructional needs. Activities will also include designing, implementing, and evaluating Music Library reference programs, including development and maintenance of the library's web site, and selection of new material in jazz, improvisation studies, popular music, musical theatre, and ethnomusicology.

University/Community: The Music Library supports the teaching and research interests of the School of Music and of the larger University of Michigan community. Among the busiest of the nineteen libraries in the University Library system, the Music Library holds in excess of 180,000 items, including scores, recordings, videos, DVDs, and numerous special collections. The School of Music, 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, theatre, and musical theatre. For more information, see: [www.music.umich.edu](http://www.music.umich.edu). The University of Michigan, one of the "Public Ivies," is a major research university with a combined student population of almost 40,000. Ann Arbor is a small, vibrant city of tree-lined streets, cafés, bookshops, and restaurants. It offers many recreational, cultural, and entertainment opportunities, good public schools, and a rich musical life including nationally known jazz, folk, and rock clubs, as well as the internationally-recognized University Musical Society performing arts series.

Qualifications: Required: Master's degree from an ALA-accredited library school; undergraduate degree in music; bibliographic knowledge of at least one Western European language; effective oral and written communication skills; clear understanding of 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; experience selecting music materials for an academic library; subject expertise in jazz, popular music, or ethnomusicology.

Rank & Benefits: Rank is anticipated at the Assistant or Associate Librarian level, commensurate with the candidate's experience and professional achievement. As a professional appointment in the University of Michigan, University Library, this position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance.

Deadline: Applications received by April 30, 2002 will be given priority.

Application: Send cover letter, curriculum vita and references to: Lucy Cohen, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, MI48109-1205. (For further information, please call

(734) 764-2546, M-F, 8am-5pm.) The University of Michigan is a non-discriminatory, affirmative action employer.

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The **UNIVERSITY OF NORTHERN IOWA**, Cedar Falls, Iowa, is looking for an **Art & Music Librarian and Bibliographer**.

Duties: Administers Art & Music section of library, including supervising one Library Assistant and student employees. Provides reference assistance within section. Serves on general reference desk and provides library instruction to students/faculty in group sessions and via electronic and print media. Bibliographer/library liaison for Art, Music, and other disciplines to be determined. Collection management duties include development and assessment of collections in print, audio-visual, and electronic formats. Participation on library committees and in professional associations is expected, as is ongoing research, scholarship, and/or creative work.

Environment: The University of Northern Iowa, with an enrollment of 14,000 students, is a comprehensive university and one of Iowa's three state universities. UNI is located in the Cedar Falls/Waterloo metropolitan area of approximately 125,000. Numerous cultural and athletic events are available, including the new 1,670 seat Gallagher Bluedorn Performing Arts Center (<http://www.uni.edu/gbpac/>). Rod Library has a collection of 867,000 bound volumes, 740,000 microforms, 569,000 documents, 40,600 maps, 16,000 sound and video recordings, and more than 3,200 active periodical subscriptions. Faculty and staff of 59 [FTE] assisted by 35 students [FTE]. Rod Library employs an Innovative Interfaces online system, and is committed to use of the Internet and WWW in serving the interests of its public. Member of the Cedar Valley Library Consortium. For further information, see Rod Library's web site at: <http://www.library.uni.edu/>. The Art & Music Collection, housed in attractive facilities, includes print and non-print resources related to Art, Music, and Design. The collection consists of reference, reserve, and circulating materials, including books, periodicals, recordings, videocassettes, slides, and art prints. Equipment and facilities for listening to sound recordings, and for viewing videocassettes and art reproductions, are located in the collection. Related materials, including books, scores, and periodical volumes, are located in other areas of the Library. The Library also provides access to a variety of remote electronic resources that support study, teaching, and research in the arts. The Art & Music Collection web site can be viewed at: <http://www.library.uni.edu/depts/artmusic/>

Qualifications: Required: ALA-accredited MLS or international equivalent earned by start date; Bachelor's or graduate degree in musicology or music. Demonstrated knowledge or experience working with traditional and newly emerging reference resources, services, and technologies; demonstrated strong and effective written and oral communication skills; demonstrated effective interpersonal skills; demonstrated commitment to public services. Preferred: Second master's degree is preferred and required for tenure. Applicants with a second graduate degree will be considered for the rank of Assistant Professor. Degree in art or related discipline; experience as music librarian; supervisory experience; experience with audio-visual equipment.

Salary, Rank & Benefits: Full-time, tenure track, faculty position. Reports to Head, Collection Management and Special Services. Saprovided for those pursuing second degree required for promotion and tenure.

Deadline: Applications must be received by March 22, 2002to be given full consideration.

Application: The Library encourages applications from minority persons, women, persons with disabilities, and Vietnam era veterans. Send a letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Professor Lucille Lettow, Chair, Art & Music Librarian and Bibliographer Screening Committee, Rod Library, University of Northern Iowa, Cedar Falls, IA 50613-3675. The University of Northern Iowa is an equal opportunity employer with a comprehensive plan for affirmative action

The **UNIVERSITY OF VICTORIA**, Victoria, British Columbia, Canada, is looking for an **Information Services Librarian, Music and Media**.

Description: The University of Victoria Libraries seeks a highly motivated and creative librarian responsible for in-depth reference, instruction, collection development, and faculty liaison in music. The Libraries require a self-starter who works well with colleagues, faculty and students in a challenging and changing environment, and contributes to library leadership as a member of both a Collections and a Reference working group. The successful candidate provides leadership in and planning for reference, instruction and collection development activities, selects print, non-print, and digital resources for the Music, Audio and Media Services areas of the McPherson Library; and participates in the provision of general reference and instruction services, which may involve evening and weekend shifts. Reporting to the Head, Access and Branch Services, the Information Services Librarian works closely with the supervisor in Music, Audio and Media Services on reference and instruction issues and with the Head, Collections and Preservation Services on collection development issues. In addition, this Librarian will liaise with the Head, Reference Services and librarian colleagues on reference and instruction issues. This position establishes and maintains effective liaison and communication with faculty and students in the School of Music.

Qualifications: Applicants must have an MLS degree from an ALA-accredited institution, or equivalent; a degree in Music, preferably at a Master's level; competency in a modern foreign language, preferably German; knowledge of bibliographic resources in music; some experience in reference, instruction, and collection development, preferably in an academic environment; knowledge of and competence with computer and audio-visual technologies; ability to balance varied responsibilities; strong interpersonal and communication skills; an ability to identify opportunities and creatively solve problems; and an ability to work collaboratively and effectively in a team environment. Librarians are expected to participate in professional and academic organizations and in research and scholarship as appropriate. Assignments may be reviewed and changed as academic or library needs require.

Salary, Rank & Benefits: Positions will be filled at a Librarian II (\$40,500 - \$51,200) or Librarian III (\$46,750 - 62,400) level. Salary will be commensurate with qualifications and experience. A comprehensive benefits package is provided.

Deadline: April 2, 2002

Application: Please submit a résumé and the names of three (3) references to: Marnie Swanson, University Librarian, McPherson Library, University of Victoria Libraries, P.O. Box1800, VictoriaBC V8W 3H5. Tel: (250) 721-8211. Fax: (250) 721-8215. We thank all applicants in advance for their interest, however, only those under consideration will be contacted.

**WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY** , Princeton, New Jersey, is looking for a Music Librarian (cataloging/reference).

The position described below was posted earlier this year as a temporary 1-year, renewable appointment. We are now delighted to announce that it is now a full-time, permanent, tenure-track position. For formal questions about the position or application process, contact John Buschman, Chair, at buschman@rider.edu, but for informal questions about the library, the college, or the Princeton area, feel free to contact any of the librarians at Talbott: Mi-Hye Chyun ( chyun@rider.edu ), Stan Szalewicz ( sszalewicz@rider.edu ), Jane Nowakowski ( nowakows@rider.edu ), Nancy Wicklund ( wicklund@rider.edu ).

Description: Talbott Library seeks an innovative, energetic , and self-motivated individual who has an interest in working in a highly focused music library that emphasizes collegiality and genuine decision-making authority in key areas of library policies and procedures. The successful candidate will be engaged in a range of library tasks, as are the other 4 permanent librarians. Primary responsibilities are cataloging books, scores, and periodicals and providing reference services to library users; additional responsibilities include catalog maintenance, collection development in a specific area of the collection (determined by departmental workload process), participation in the development of departmental policies and procedures, assistance with staff training, and committee work. Reference responsibilities are scheduled in rotation with the other librarians (including some evenings and Saturdays). There will be the opportunity to help shape a fledgling library instruction program. Talbott library faculty positions give individuals a good breadth of involvement in library services and operations as well as campus life; participation in library and university committees and in professional associations is expected, as are ongoing research, scholarship, and/or creative work.

Required Qualifications: ALA accredited M.L.S.; undergraduate degree in music; two years of recent music cataloging or closely related experience; bibliographic knowledge of two foreign languages; public services experience; demonstrated ability to work both cooperatively and independently and to contribute positively to a collegial team environment; strong and effective communication and interpersonal skills. Second graduate degree and scholarly/musical activity are required for interim promotion and for tenure.

Preferred Qualifications: Knowledge of Endeavor or a closely related library on-line system; experience working with newly emerging reference resources, services, and technologies; graduate degree in music.

Environment: For further information about Talbott Library and this position see the Talbott web page at <http://library.rider.edu/talbott> . Talbott Library, Westminster Choir College of Rider University is part of Rider University Libraries, sharing the Endeavor integrated on-line system. Five FTE librarians staff the library; the collections comprise over 63,000 books, music scores and periodicals, approximately 6,000 choral music titles in performance quantities, a choral music reference collection of over 80,000 titles, and over 15,000 sound and video recordings. Additionally, exceptional holdings are found in the library's special collections.

Salary & Benefits: Ten-month faculty contract (scheduled over a 12 month period) with excellent benefits, including TIAA/CREF. Rank is dependent on qualifications; minimum salary is \$44,630 at the lowest rank. Permanent, full-time, tenure track appointment.

Deadline: Applications must be received by 28 March 2002. Position to be filled and begin work as early as June 2002.

Application: Send résumé and letter of application to Rosemary Molloy, Manager of Employment, Human Resources, Rider University, 2083 Lawrenceville Rd., Lawrenceville, NJ 08648-3099. Address questions to John Buschman, Chair, at (609) 895-5637 or buschman@rider.edu .

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**JUILLIARD ORCHESTRA LIBRARY**, New York, is looking for an **Intern** (1-year position).

Description: The Orchestra Library is responsible for securing and preparing all of the printed music for Juilliard's performing ensembles and overseeing the school's wind instrument collection. The Intern will work very closely with the Orchestra Librarian to receive thorough training on the professional level in preparation of orchestral parts as well as gain experience with music publishers and copyright law. The music for the Pre-college division will be a primary responsibility of the Intern, as well as supervising work-study students. The Intern will be an integral part of the rehearsal and performance process and will have the chance to work with conductors and guest artists. The internship is an excellent opportunity to network within the field, and there is a possibility of attending the Major Orchestra Librarians Association conference in the spring. Most Orchestra Library Interns have gone on to find employment within the music preparation field shortly after their internship ends.

Qualifications: A music performance background and a thorough knowledge of orchestral literature are strongly suggested.

Starting Date: September 1, 2002.

Salary: Stipend.

Application: Paul Beck, Orchestra Librarian, The Juilliard School, 60 Lincoln Center Plaza, New York, NY 10023. (212) 799-5000 x7142 phone. (212) 724-0263 fax. E-mail: pbeck@juilliard.edu

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**THE LIBRARY CO-OP, INC.** is facilitating a search for a **Music Cataloger** in Philadelphia, Pennsylvania.

Description: Professionals needed to catalog 30,853 items of a Philadelphia, Pennsylvania University Music Collection. There are 27,212 items that have online brief cataloging records, 1,058 pieces with record in card format, and the remaining 2,583 pieces are Special Collections' sheet music, LPs and archival reel-to-reel tapes and will require full original cataloging. Most cataloging can be done from home, but there will be some on-site cataloging required.

Application: If interested please contact: Nancy Fisher, The Library Co-Op, Inc., 3840 Park Avenue, Suite 107, Edison, NJ 08820. (800) 654-6275. Email: nancyfi@thelibraryco-op.com

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**RIPM: International Index to Nineteenth-Century Music Periodicals**, Baltimore, Maryland, is looking for a **Research and Funding Coordinator**.

Description: For information see [www.nisc.com/RIPM](http://www.nisc.com/RIPM). Published under the auspices of the International Musicological Society, International Association of Music Libraries, Archives, and Documentation Centres, UNESCO's International Council for Philosophy and Humanistic Studies, RIPM is seeking the services of a full-time Research and Funding Coordinator.

Responsibilities: (1) coordinating the work of RIPM's collaborators in some fifteen countries; (2) preparing grant proposals in collaboration with the Director; (3) coordinating RIPM's online full-text music periodicals initiative; (4) participating in RIPM's data entry process; (5) representing RIPM at national and international meetings and conferences; (6) maintaining a quarterly information bulletin; (7) editing scholarly texts and promotional materials.

Minimum Qualifications: A Masters degree in Library Science (music specialization) and previous work experience, or, a Ph.D. in Musicology, with emphasis in nineteenth- or early twentieth-century studies. Experience in one or more of the following areas is desirable: information technology, music bibliography, editing, grant writing, and administration. Foreign language skills are sought but not essential. The position is intended for a "hands-on" "get-things-done" person with strong interests in bibliography and information technology. The candidate should be interested in pursuing a wide range of activities, working within an international context, and developing creative solutions to problems.

Salary & Benefits: In the years ahead we expect this position to grow in importance within the RIPM organization, with commensurate movements of salary and benefits. For this reason it should not be viewed as a "fill-in" position before or between appointments as college/university music librarian or professor.

Deadline: Applications will be examined on 1 May 2002.

Application: Applications should include a Curriculum Vitae, the names and addresses (email if possible) of three individuals familiar with applicant's work, and a writing sample (e.g., published article or book, grant application, unpublished research paper). Search Committee, RIPM International Center, The Wyman Towers, 3100 St. Paul St., Suite 511, Baltimore, Maryland 21218.

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The **UNIVERSITY OF MINNESOTA-TWIN CITIES CAMPUS**, Minneapolis, Minnesota, is looking for a Head, Music Library.

Description: Search Reopened. The University of Minnesota-Twin Cities Libraries invites applications for a newly reconfigured position representing a collaboration between the University's School of Music and its Libraries. We seek applications and nominations of dynamic, innovative and creative individuals to lead the Music Library, one of 28 specialized units in the University of Minnesota Libraries, with collections of 60,000 books, 25,000 scores, 40,000 recordings, rare books, and notable special collections. The position reports to the Coordinator for Humanities Collections, Collection Development and Management Team, and works closely with the Director and faculty of the School of Music. Qualified applicants will be granted an adjunct faculty appointment in the School of Music. All library staff must have the ability to work effectively with a diverse community of faculty, students, and library colleagues in a team environment.

Environment: The University and the College of Liberal Arts have made significant new investments in the School of Music in faculty, facilities, technology, curricular programs and outreach. The growth and

vitality of the Music Library is part of the School's plan of excellence as it approaches its Centennial year. The University of Minnesota, located in the center of the beautiful Twin Cities metropolitan area, is one of the most comprehensive universities in the country, offering 161 bachelor's degrees, 218 master's degrees, 114 doctoral degrees, and 5 professional degrees.

**Responsibilities:** Direct all activities of the Music Library. Exercise overall responsibility for music collection policy, materials selection, evaluation, fund management, and faculty liaison. Provide electronic and traditional reference and information services for library users. Work with the faculty and the Director of the School of Music to integrate library resources into curriculum and programs, particularly in the area of digital technology. Oversee 2.0 FTE paraprofessional staff, and numerous student assistants. Work with the University Librarian and the Director of the School of Music to build the Music Library's endowment as part of the University's Capital Campaign. Work within the Libraries team structure to advance library goals and activities. Develop and teach courses in the School of Music in an area of expertise (see Qualifications below) as part of the adjunct appointment in the School of Music. Information about the School of Music can be found at: <http://www.music.umn.edu>

**Qualifications:** Required: Academic: ALA accredited MLS or an advanced degree with relevant experience; supervisory experience; strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele. For adjunct appointment in the School of Music, the candidate must hold a terminal degree in a field of music, such as applied performance, musicology, ethnomusicology, theory or music education, with evidence of successful professional scholarly and teaching experience. Desired: Academic: Advanced degree or significant graduate-level course work in a field of music; working knowledge of modern foreign language(s) other than English; collection development experience; knowledge of archival practices for sound recordings.

**Salary, Rank & Benefits:** This is a full-time, 12-month, continuous appointment track, academic/professional position with probationary appointment at either the Assistant or Associate Librarian rank. Rank for adjunct appointment in the School of Music will be appropriate to the level of education and scholarship, without tenure. The Libraries offers for this position a highly competitive salary, commensurate with qualifications and experience, with excellent benefits and substantial moving allowance. An additional stipend from the School of Music will be offered to qualifying candidates who will assume certain teaching responsibilities.

**Deadline:** Position is available April 1, 2002. Applications will be accepted until the position is filled.

**Application:** Send a letter of application, résumé, and the names, addresses, telephone numbers and e-mail addresses of three current professional references to: Human Resources, University Libraries, 499 Wilson Library, 309 19th Avenue South, Minneapolis MN 55455-0414. Please identify your application with the number UL152. The University of Minnesota is an equal opportunity educator and employer.

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The **UNIVERSITY OF RICHMOND**, Richmond, Virginia, is looking for a **Music Librarian**.

**Description:** The University of Richmond libraries seek a dynamic individual to serve as its Music Librarian. This individual will be responsible for the overall management of the Music Library and must be willing to experiment and seek new ways to use technology to provide access to music resources in all appropriate, useful formats.



Responsibilities: Responsible for planning, personnel, supervision, training, and day-to-day operations of the Music Library. This entails selection, receipt, and cataloging of music materials. Serves as the library's liaison to the Music Department. Provides instruction in library research methods in music. Participates in initiatives of the library's Outreach and Instruction team. Will participate in the library's planning and implementation of Endeavor's ENCompass product for organizing and providing access to digital information.

Required Qualifications: Master's degree in library/information science from an ALA-accredited program; minimum of three years' experience, including at least two in music librarianship; in-depth and wide-ranging knowledge of music and music history; knowledge of current and emerging trends in music librarianship; creative problem-solving skills; effective oral and written communication.

Desirable Qualifications: Bachelor's and/or master's degree(s) in music or music history; knowledge of French, German, or other languages useful in the study of music and in music cataloging; experience with Endeavor's Voyager system; supervisory experience.

Application: Send a letter of application, résumé, and names, addresses, and e-mail addresses of three professional references to: Human Resource Services, Attn: UR Jobs, University of Richmond, VA 23173; e-mail: [urjobs@richmond.edu](mailto:urjobs@richmond.edu). Please visit the University's Web site at: [www.richmond.edu](http://www.richmond.edu). The University of Richmond is an equal opportunity employer.

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**WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY**, Princeton, New Jersey, is looking for a **Music Reference Librarian**.

Description: Provides full range of reference services; other duties might include cataloging, acquisitions, or others, depending on experience.

Qualifications: Either 1) an MLS from ALA accredited institution (or actively pursuing MLS) and significant musical experience (a degree in music is preferred) or 2) a graduate degree in music with significant library/research experience, and the following: Knowledge of music literature, previous reference experience, excellent communication and interpersonal skills, service orientation, familiarity with online resources, bibliographic knowledge of German and a Romance language preferred. Cataloging experience desirable but not required.

Terms of Employment: Part-time; 7-17 hours per week; primarily daytime Monday through Friday with some flexibility TBA between candidate and department.

Deadline: Available immediately.

Application: Send résumé and letter of application to John Buschman, Talbott Library, Westminster Choir College of Rider University, 101 Walnut Lane, Princeton, NJ 08540. Rider University is an equal opportunity/Affirmative Action employer and does not discriminate on the basis of age, race, sex, sexual orientation, national origin, religion, or any other non-job related criteria.

**MANNES COLLEGE OF MUSIC, NEW SCHOOL UNIVERSITY**, New York, New York, is looking for a **Director, Scherman Library**.

Description: Mannes College of Music, a leading conservatory on the Upper West Side of New York City, seeks a dynamic musician-educator to direct its Harry Scherman Library. The Director reports to the University Librarian of New School University, and also will work with Mannes's Dean Joel Lester to strengthen all aspects of the library as well as plan and help fund a new facility. Mannes College enrolls 350 degree and diploma students in its College and Extension Divisions (B.Mus. and B.S., M.M., Professional Studies, Classical Diploma), as well as 300 adult-education students and 425 children in its Extension and Preparatory Divisions. The Director plans, oversees, and manages programs of the Scherman Library, including budget planning and control; personnel; collection development and management; reference and information services; fund raising; and facilities planning as well as technical and circulation services. Participates in university library committees. Supervises 2.5 FTE staff and student personnel.

Qualifications: ALA-accredited Master's degree; undergraduate degree in music; ability to provide leadership in a conservatory library; in-depth knowledge of music literature and music reference sources; demonstrated understanding of current developments in information and digital technologies and their impact on music library services; at least three years of experience in music librarianship; effective oral and written communication skills; knowledge of at least one modern European language. Graduate degree in music preferred.

Salary & Benefits: Commensurate with experience. Comprehensive benefits package including tuition at New School University.

Deadline: Available immediately and open until filled.

Application: Please submit a letter of application, résumé, names, addresses, telephone and e-mail addresses for three professional references to: Jackson Kytte, Associate Provost, New School University, 66 W. 12th St., New York, NY 10011.

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**TEXAS A&M UNIVERSITY-COMMERCE**, Commerce, Texas, is looking for a **Humanities Reference Librarian**.

Description: Responsible for general reference services, humanities area liaison activities, and collection development in the humanities. Reports to Head of Reference Services. Reference duties include using traditional and electronic resources including the Internet, participating in library instruction program (tours, classroom instruction), and working one night per week and one Saturday morning every six weeks by rotation. Humanities responsibilities include proactive involvement with humanities faculty in the College of Arts and Sciences, updating and keeping current all humanities WebPages on the library web site, and surveying faculty and students for library needs. Also participates in library liaison program, works with humanities departments and departmental library coordinators in art, journalism, music, literature, addresses collection development issues, as well as other library matters, on behalf of academic departments.

Environment: Texas A&M University-Commerce is a doctoral intensive institution with an academic enrollment of approximately 8,000 students. It is located in Commerce, Texas, which is 65 miles northeast of Dallas, Texas.

Qualifications: Required: ALA-accredited MLS degree prior to appointment. Preferred: 2nd masters in humanities area (or bachelor's or coursework in same).

Experience: Required: Previous library experience and must possess WebPages skills (development and maintenance). Preferred: Reference experience or work experience in an academic library.

Salary & Benefits: \$33,967 - \$40,556. Benefits include 12 days paid sick leave; choice of retirement and group health plans; university holidays; and 84 hours of vacation per year for the first two years, increasing with longevity to 240 hours per year after 35 years.

Deadline: Open until filled. Applications will begin to be reviewed on June 15, 2002. Position available as soon as July 1, 2002 but start date negotiable based on qualifications and availability.

Application: Letter of application addressing the above qualifications. Résumé. Names, addresses, and telephone numbers of four persons who may be contacted. Also provide e-mail address, if available. Committee will only contact current supervisor of finalists. Finalists will be asked to present a brief training/informational session on a humanities electronic resource of their choice. Transcripts (unofficial accepted). Must provide official transcripts upon appointment. Any job offer from the University is contingent upon: (1) proof of United States Citizenship, or citizenship eligibility or authorization to work in the U.S. on a full-time basis, and (2) proof of compliance with the Selective Service Law for males ages 18 through 25. Person to contact: Diane Downing, Chair, Humanities Reference Librarian Search Committee, James G. Gee Library, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429-3011. The University is an Affirmative Action/Equal Opportunity Employer. Individuals from underrepresented racial, ethnic and gender groups are encouraged to apply.

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**WESTMINSTER CHOIR COLLEGE OF RIDER UNIVERSITY**, Princeton, New Jersey, is looking for a Part-time **Music Reference Librarian**.

Description: Provides full range of reference services; other duties might include cataloging, acquisitions, or others, depending on experience.

Qualifications: Either 1) an MLS from ALA accredited institution (or actively pursuing MLS) and significant musical experience (a degree in music is preferred) or 2) a graduate degree in music with significant library/research experience, and the following: Knowledge of music literature, previous reference experience, excellent communication and interpersonal skills, service orientation, familiarity with online resources, bibliographic knowledge of German and a Romance language preferred. Cataloging experience desirable but not required.

Salary & Terms of Employment: Part-time; 7-17 hours per week; primarily daytime Monday through Friday with some flexibility TBA between candidate and department. Rank is dependent on qualifications, but salaries can range from a base of roughly \$24.50 per hour to 26.50 per hour.

Deadline: Available immediately.

Application: Send résumé and letter of application to John Buschman, Talbott Library, Westminster Choir College of Rider University, 101 Walnut Lane, Princeton, NJ 08540. Rider University is an equal opportunity/Affirmative Action employer and does not discriminate on the basis of age, race, sex, sexual orientation, national origin, religion, or any other non-job related criteria.

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**KENT STATE UNIVERSITY**, Kent, Ohio, is looking for a **Monograph and Nonprint Cataloger, Assistant Professor, Libraries & Media Services** (Non Tenure-track).

Principal Duties: Performs original and copy cataloging of monographs and nonprint materials, including scores, sound recordings, software and audiovisual materials resulting in bibliographic records contributed to the local and statewide online catalogs, as well as OCLC. Provides expertise on national and international standards; addresses and resolves access issues and cataloging practices for integrating electronic resources into the collections; supervises graduate students. Works closely with regional campus librarians to facilitate improvements and economics for original and copy cataloging across eight-campus system. Located in the Catalog Department, Main Library. Kent State University libraries have a collection of over 2 million volumes and hold membership in the Association of Research Libraries and the Center for Research Libraries. Kent State University is a founding member of OCLC and of OhioLINK (<http://www.ohiolink.edu>), Ohio's statewide information system. Innovative Interfaces is used for the integrated library system.

Required Qualifications: MLS from accredited ALA program, knowledge of music cataloging, knowledge of cataloging standards, including LC classification, and original cataloging experience beyond coursework.

Preferred Qualifications: Academic degree in music or related field, knowledge of audiovisual cataloging.

Salary & Terms of Employment: Minimum salary \$36,667. 12 month contract; Monday through Friday, 8 am to 5 pm.

Deadline: Friday, June 28, 2002.

Application: Submit letter of application, vita, and the names of three references to: Dr. Jeanne Somers, Associate Dean of Libraries & Media Services, Library Rm 300, Kent State University, P.O. Box 5190, Kent, OH 44242-0001.

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**MIDDLE TENNESSEE STATE UNIVERSITY**, Murfreesboro, Tennessee, is looking for a **Coordinator of Research Collections**, Center for Popular Music.

Responsibilities: Serve as principal librarian for the Center and manage all aspects of the Center's library and archives under the supervision of and in consultation with, the director of the Center. The large and rapidly growing collection spans a broad range of materials relating to the history of American popular music, and is recognized as one of the leading popular music collections in the country. It currently includes over 135,000 sound recordings, 63,000 pieces of sheet music, 16,000 books and scores (including over 7,000 rare books), and 500 periodical runs, as well as photographs, vertical file materials,

posters, manuscripts, and ephemera. Specific duties include development and implementation of physical and intellectual access systems; providing reference service and supervising reference work, coordinating and supervising a full-time archivist, two part-time library assistants, one GRA and student assistants; working cooperatively with full-time audio specialist in providing access to published and unpublished sound recordings; assisting the director with gifts and special purchases; assisting the director with collection development; other duties as may be assigned.

Qualifications: Master of Library Science or related degree from an ALA-accredited program is required. Candidates with advanced degree in history, music, folklore, popular culture, ethnomusicology or related discipline with exceptional proven background in library or archival work will be considered. Five years of professional experience in library work, including supervisory duties, are required. Additional qualifications: evidence of strong knowledge of American music and of a disparate range of music research materials; ability to communicate effectively orally and in writing and to work well with others in an active research center; experience in cataloging and providing reference service; strong knowledge of personal computers and software, including network administration. Preference will be given to candidates with one or more of the following: knowledge of website design and site management; strong preservation skills; experience dealing with sound recordings, sheet music, rare books, iconographic items, and ephemera; a record of research and publication in American music.

Salary: Commensurate with experience.

Deadline: Review of applications will begin June 13, 2002 and continue until the position is filled.

Application: Interested applicants for the position should submit: (1) a cover letter indicating interest in the position (please specify position number POS #006030); (2) full vita; (3) three letters of recommendation; (4) transcripts; and (5) an MTSU Application for Employment Form (available by calling 615-898-2928). Official transcripts will be required of those candidates selected for an interview. If you are interested in applying for the above-listed position, submit application materials to the MTSU Employment Office, Cope Administration Building 215, Murfreesboro, TN 37132. Phone: 615-898-2928.

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**NAXOS** is looking for a Website Editor.

Description: Naxos is seeking a classical music expert to join our staff as Website Editor. This is a unique opportunity to work for an established international classical music label. This position will be responsible for the overall content of a large, active international website. The suitable applicant will have an extensive knowledge of classical music, with excellent editing and proofreading skills. He or she will be accurate, conscientious, and able to work on their own initiative. He or she should be accustomed to working in an online environment and have a keen interest in writing and the arts. Typical duties might include updating and maintaining site pages; identifying and fixing broken links; research; project development; and others.

Duties and Responsibilities: 1. Management of website content. 2. Overseeing cataloging of approximately 30 CDs each month. 3. Writing, updating and posting website copy (news items, CD reviews, historical information, etc.). 4. Checking links and proofreading web pages. 5. Communication with web site visitors (mainly via email). 6. Responsibility for maintenance of certain sections of the website. 7. Assisting in monitoring and fault reporting on the website.

Essential Skills: Comprehensive knowledge of classical music, Good knowledge of the Internet, Excellent editing and proofreading skills, Excellent level of accuracy, Ability to work on own initiative, Proven ability to write content for print or web, Editing print or web.

Desired Skills: Awareness of an international and varied readership, HTML/web editing skills, Knowledge of Western-European languages (French, German, etc.) .

Application: Applications should be emailed or faxed to Angela Wong, Human Resources Manager, HNH International Ltd. (angela@hnh.com.) (Fax: (852) 2760-1962) and include: 1. A letter detailing your application. 2. Your résumé as an attachment or URL. 3. The names of three references.

**NEW WORLD SCHOOL OF THE ARTS/MUSIC DIVISION**, Miami, Florida, is looking for a **Part-time Music Librarian**.

Description: The library serves high school students, college students, and faculty of the Music Division. The successful candidate will oversee all aspects of the NWSA Music Library including circulation and reference services, acquisitions, cataloging, music rentals, and collection development. Reports directly to the Dean of Music and supervises one student assistant. The schedule includes 25 hours per week.

Qualifications: Master's in Library Science from ALA-accredited school. Some library experience is preferred. Knowledge of music literature and music reference sources. Current computer skills and effective oral and written communication skills.

Salary: Hourly rate commensurate with experience ranges from \$11.38 - \$22.71 per hour.

Deadline: Needed by August 1, 2002.

Application: Contact the Music Division at New World School of the Arts by phone: (305) 237-3622 or e-mail: jgarcia2@mdcc.edu.

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The **ORGAN HISTORICAL SOCIETY** is looking for a **Director of Publications**.

Description: The Organ Historical Society seeks a full-time Director of Publications who will be responsible for editing and publishing the Society's quarterly journal (The Tracker) and its annual convention handbook (Organ Handbook), as well as overseeing the solicitation, submission, editing, and production of all of the Society's other published materials. The Organ Historical Society works to encourage, promote, and further an active interest in the organ and its builders, particularly in North America. The OHS Press is committed to helping fulfill this challenge.

Qualifications: Bachelor's degree, MA or Ph.D. preferred; or commensurate experience or certification. Competitive qualifications: three or more years experience in writing, editing, pre-press production, and/or related areas; fluency in QuarkXPress and/or Pagemaker; and knowledge of the organ and its history.

Salary & Benefits: Competitive salary with benefits; no relocation required.

Deadline: Review of applications will begin on December 1, 2002 and will continue until the position is filled.

Application: Send résumé, cover letter, and three reference names to N. Lee Orr, School of Music, PO Box 4097, Georgia State University, Atlanta, GA 30302-4097. For more detailed information, contact: leeorr@bellsouth.net.

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**PHILLIPS EXETER ACADEMY**, Exeter, New Hampshire, is looking for a **Music/Reference Librarian**.

Description: Serve as a Reference Librarian for Forrestal-Bowld Music Center/Academy Library.

Duties & Responsibilities: Music: Serve as Head of the Music Library. Develop collections in music to support the curricular, instructional and research needs of the Academy's programs. Including selection of materials through purchase, gift. Make decisions on retention/disposition of materials and replacement, restoration of materials. Responsible for Music Department instrument collection. Catalogs and processes all items in Music Library. Manage student assistant's working within Music Library. Library: Provide research assistance to patrons, including internet searches, interlibrary loans. Teach and promote use of all library areas, including the reference collection, Biblion, and indexes. Teach with Faculty sections of Junior Studies. Assists in development of WEB Pages for Library and Music departments. Select reference books and books in assigned areas. Participate in library orientation program and Library tours. Work with faculty on developing and implementing courses that entail library use. Music/Library: Perform other duties as assigned and cooperating as a team member with the music and library staff in performing any professional or non-professional duty essential to the achievement of efficient library operations. This includes an agreement to work evening and weekend hours as scheduled.

Qualifications: Education/Training: Master's Degree in Library Science and Music Librarianship. Advanced computer skills. Experience: Previous experience in Music/Library situation. Physical Demands: Requires stamina. Person must be able to push heavily laden book carts; shelve books which involves stretching, kneeling, moving heavy books. Must be able to carry approximately 20 pounds of books at a time. Must be able to sit in front of a computer up to an hour at a time. Must be able to climb nine flights of steps whenever the elevator breaks down.

Terms of Employment: Average 37.5 hours a week. Hours may vary according to needs of department. Duty one evening a week in Academy Library. Scheduled for weekend duty every 4th or 5th Saturday and Sunday. Full-time; 4 weeks vacation.

Application: Submit application to: Jacquelyn H. Thomas, Academy Librarian, The Class of 1945 Library at Phillips Exeter Academy, 20 Main Street, Exeter, NH 03833.

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**ROOSEVELT UNIVERSITY**, Chicago, Illinois, is looking for an **Assistant Music Librarian**.

Description: Reports to the Director of the Music Library. Responsible for all original and copy cataloging of printed music, sound recordings, books, and music related microforms, and related authority work as needed, utilizing OCLC, MARC, AACR2rev, LCSH, LC classification schedule M. Assists with maintenance of online bibliographic and authority files. Oversee reference service. Assist in the organization and description of archival material related to the Chicago College of Performing Arts.

Requirements: ALA-accredited Masters of Library Science, familiarity with AACR2, OCLC, MARC formats, LCSH and automated library systems (Voyager in particular). Candidates must have strong undergraduate knowledge of music history in classical, jazz, and popular traditions; prefer candidates with Masters degree in music. Must have bibliographic knowledge of Italian, French and German. Music cataloging experience in an academic environment is also preferred. Candidates must be flexible, self-motivated, and able to work collegially, collaboratively, and effectively with minimal supervision necessary. Must have a strong commitment to library public service; familiarity with digital technology; excellent oral and written communication skills; strong interpersonal skills, and ability to work effectively with a diverse clientele.

Environment: Roosevelt University is a comprehensive private academic institution that serves the metropolitan Chicago area. Approximately 7,300 undergraduate and graduate students attend classes at two campus locations, downtown Chicago and suburban Schaumburg. The music library serves the students of the Chicago College of Performing Arts at the downtown campus. The Chicago Musical College and the Musical Theatre program, which are part of the Chicago College of Performing Arts, currently enroll approximately 400 students in undergraduate and masters degree programs.

Salary & Benefits: Salary commensurate with experience; generous benefits.

Deadline: The ideal candidate will be able to start no later than 9/1/02 although this is negotiable.

Application: Send letter of application, résumé, and contact information for three references to: Greg MacAyeal, Director of the Music Library by email (gmacayea@roosevelt.edu) fax (312-341-6394) or mail (Roosevelt University, 430 S. Michigan Ave., Chicago, IL 60605).

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**SAM HOUSTON STATE UNIVERSITY**, Huntsville, Texas, is looking for a **Reference Librarian/Music Coordinator**.

Description: Newton Gresham Library, Sam Houston State University is looking for a Reference Librarian/Music Coordinator. Responsible for providing general and specialized reference services for library users, applying new technologies to reference services, participating in user-centered, subject specific instruction through general orientation sessions, course integrated instruction, and web-based tutorials. This tenure-track position provides reference assistance, one evening per week and rotating weekend hours; participates in collection development; and oversees the music listening room and supervises several student assistants.

Environment: Our campus of 13,000 students is located 50 minutes north of Houston in Huntsville, Texas.

Qualifications: A music degree and job-related experience is preferred, as well as knowledge of web page and presentation software. An ALA accredited master's degree is required.

Salary & Benefits: Salary dependent on qualifications; minimum salary is \$33,000. Benefits include 12 days paid sick leave; choice of retirement and group health plans; university holidays; and 84 hours of vacation per year for the first two years, increasing to 240 hours per year after 35 years.



Deadline: Applications will be reviewed and accepted until the position is filled. Position will become available July 1, 2002.

Application: Send letter of interest with current résumé and names/addresses/telephone numbers/e-mail addresses of three professional references to: Ann Holder, Newton Gresham Library, Sam Houston State University, Huntsville, TX 77341-2281. The library's home page is: [http://www.shsu.edu/~lib\\_www](http://www.shsu.edu/~lib_www). SHSU is an EEO/AAP employer.

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**BOSTON CONSERVATORY**, Boston, Massachusetts, is looking for a **Director of the Conservatory Library**.

Responsibilities: Administrative leadership of library operations (including listening and video equipment and the Conservatory's computer lab; management of a collection serving curricular needs in music, theater, dance and liberal arts core subjects; working closely with the Conservatory's faculty; managing electronic and traditional reference services; administering library instruction; assistance with grant writing to further library needs; management of the library's operating and capital budgets; and supervision of a staff of 2 full-time and 2 part-time assistants, plus student workers.

Qualifications: Master's degree from an accredited program in library science, and an undergraduate degree in music, or equivalent professional library or musical experience are strongly preferred. All candidates must be service-oriented, creative, flexible, and self-motivated and must possess excellent interpersonal skills; oral/written communication abilities; familiarity with digital technology; and awareness of current and future trends in music, dance and theater librarianship. Experience working in an academic library public services position with supervisory experience and working with online resources and library catalogs is desirable.

Salary & Benefits: Competitive salary and an excellent benefits package.

Application: Send a cover letter, résumé and the names of three potential references by to: Ms. Aixa Kidd, Director of Human Resources, The Boston Conservatory, 8 The Fenway, Boston, MA 02215. Materials may also be submitted via fax: (617) 536-3176 or email: [akidd@bostonconservatory.edu](mailto:akidd@bostonconservatory.edu). EOE.

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**BOSTON PUBLIC LIBRARY**, Boston, Massachusetts, is looking for a **Temporary Reference Librarian I** (Music Department).

Duties: Under supervision, and within the framework of Library policies and practices, to participate in reference service to the public. The work also includes performance of various tasks requiring the successful application of the knowledge of professional literature, bibliographic sources, and principles of information delivery and services.

Qualifications: A bachelor's degree in music from a recognized college or university and a master's degree in library science from an accredited library school. Master's degree in Music History preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the educational requirements. Relevant subject knowledge required; competency in foreign languages desirable; knowledge of basic bibliographic tools and sources in the subject area; knowledge of good reference techniques; strong commitment to public service; willingness to assume responsibility

and carry out assignments independently; good oral and written communication skills; ability to work well with staff and public; initiative; dependability; good judgment; tact; flexibility; courtesy.

Salary & Benefits: This is a temporary 9 month assignment. \$34,298 - \$46,298, DOE. The Boston Public Library offers a generous benefits package including up to six weeks of vacation, fifteen sick days, personal time, group health which is 90% employer paid, 100% employer paid dental/vision plan, guaranteed pension plan, deferred compensation opportunities, and professional development.

Requirement: Must be a Resident of the City of Boston upon First Day of Hire.

Application: Please send résumé and cover letter to: Boston Public Library, Attention: Human Resources, 700 Boylston Street, Boston, MA 02117. Or Fax to: (617) 266-4673. Or Email to: HR@BPL.ORG .

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The **MANHATTAN SCHOOL OF MUSIC**, New York, New York, is looking for a **Head Catalog Librarian**.

Description: The Head Catalog Librarian establishes cataloging policies and procedures, is in charge of catalog maintenance, and supervises the work of two full-time catalog librarians. He or she catalogs books, scores, videos, recordings, and electronic resources using OCLC, AACR2, modified Dewey classification, and LC subject headings. The position includes approximately five hours per week of reference duties. The Head Catalog Librarian also acts as assistant to the Head Librarian.

Institution: With over 850 students, the Manhattan School of Music is the largest private conservatory in the United States offering degrees in both classical music and jazz. The Frances Hall Ballard Library is a busy, 90,000-item facility run by a highly congenial staff of four professional librarians, three paraprofessionals, and more than 20 student staff. In addition to the Music Library, there is a small Humanities Library that supports the School's non-music curriculum. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; a small amount of retrospective conversion remains to be done.

Qualifications: Required: MLS from ALA-accredited school; undergraduate degree in music or the equivalent; at least three years of cataloging experience; basic knowledge of European languages. Preferred: Experience with Innopac (Innovative Interfaces, Inc.); knowledge of jazz; interest in the general humanities.

Salary & Benefits: Competitive salary; individual health coverage; TIAA/CREF retirement plan; standard vacation benefits.

Deadline: 12 July 2002.

Application: Send or e-mail letter of application, current résumé, and three references (names, addresses, and telephone numbers) to: Peter Caleb, Head Librarian, The Manhattan School of Music, 120 Claremont Avenue, New York, NY 10027; pcaleb@msmny.edu. The Manhattan School of Music is an AA/EOE employer.

The **UNIVERSITY OF MISSISSIPPI**, University, Mississippi, is looking for a **Blues Curator and Assistant Professor**.

Responsibilities: Responsible for supervising, organizing, and maintaining the university's outstanding multiformat blues collections, including archival and photographic materials. Provides both traditional and virtual services to university students and faculty and to blues scholars around the world. Maintains and preserves blues materials in multiple formats in accordance with library and archival practices. Creates and maintains access policies in accordance with copyright, license, and donor agreements. Assists in defining collection scope and development for blues collections. Able to prepare discographies and mount exhibitions of blues materials. Assists, as needed, with reference and other curatorial functions in special collections. Reports to the head of special collections.

Faculty Qualifications: MLS degree from an ALA-accredited program by date of appointment. Candidates should possess a current awareness of changing trends in academic librarianship and be capable of interacting positively with colleagues, faculty, staff, and students while working both independently and as part of a team in a rapidly changing environment. Candidates must have the potential and willingness to meet tenure requirements while remaining user-focused.

Rank & Salary: Appointment at Assistant Professor in a 12-month, tenure-track position with the beginning salary of \$34,000.

Deadline: Applications will be accepted until the position is filled.

Application: Candidates should submit a letter describing their qualifications for the position, a current résumé, and the names, addresses, telephone numbers, and e-mail addresses of 3 professional references to: Office of the Dean, J. D. Williams Library, University of Mississippi, POB 1848, University, MS 38677-1848. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

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The **UNIVERSITY OF PENNSYLVANIA**, Philadelphia, Pennsylvania, is looking for an **Head, Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center**.

Description: The University of Pennsylvania Library is seeking a dynamic, creative librarian to lead an outstanding music library. The librarian will develop and manage the music collections and provide reference, outreach, and instructional services to the University of Pennsylvania music community. The Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center are located in the Van Pelt Dietrich Library Center and this position reports to the Assistant Director for Research and Instructional Services.

Institution: The Otto E. Albrecht Music Library, which holds over 106,000 volumes of books, music, periodicals, and microforms, and 40,000 recordings, includes the recently-renovated Eugene Ormandy Music and Media Center, a state-of-the-art facility that houses and provides service for use of the Library's audio and video collections. The Library's rich collections of rare printed and manuscript music are housed in Penn's Rare Book and Manuscript Library and include a wealth of materials that document the history of music in Philadelphia, as well as the papers and music collections of Alma Mahler-Werfel, Marian Anderson, Eugene Ormandy, and Leopold Stokowski. The Penn Library has a collection of over 5 million volumes, 39,000 print journal subscriptions, 4,700 electronic journals, and over 190 networked

databases. Penn is a fully networked campus and is aggressively experimenting with and adopting new technology in research and teaching, including distance education courseware support. In addition to increasing its print collections, Penn is working to build a digital library through a series of innovative projects and partnerships.

**Duties & Responsibilities:** Manages and develops the Otto E. Albrecht Music Library to support teaching and research at Penn including collection development of all music materials, reference and instructional services, and the acquisitions, cataloging, and processing of scores, sound recordings and videos. Leads, supervises, and evaluates 1 professional librarian and 3.5 FTE support staff. Develops digital resources and appropriate content for the Library's website. Serves as the liaison to the Music Department, which offers graduate programs in historical musicology, music theory, composition, and the anthropology of music, and as a resource for music to the Penn and Philadelphia communities. Actively participates in Library-wide public service initiatives and works collaboratively with colleagues in Research and Instructional Services. Works closely with the Library's Rare Book and Manuscript Library in developing collections and curating exhibits, and works as appropriate with the Library's Development Office. Stays abreast of current developments in music through active participation in professional organizations.

**Qualifications:** Required: MLS from an ALA accredited library school or equivalent in experience, training and practice; advanced graduate work in the study of music; excellent oral and written communication skills; strong managerial skills; supervisory and planning experience; strong public service orientation; demonstrated initiative and ability to work both independently and collegially; a reading knowledge of at least one modern European language; a minimum of three years professional experience in an academic music library. Desirable: Teaching experience; knowledge of and experience with digital technologies.

**Rank & Salary:** Commensurate with experience.

**Deadline:** Applications submitted by August 15, 2002 will be given first consideration.

**Application:** Submit a cover letter, résumé & the names of three references to: Mr. Robert Eash, Library Human Resources Manager, University of Pennsylvania Library, 3420 Walnut St., Phila., PA 19104 6206. AA/EOE.

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**YOUNGSTOWN STATE UNIVERSITY**, Youngstown, Ohio, is looking for an **Assistant Reference Librarian**.

**Description:** Youngstown State University, Youngstown, Ohio, is looking for an Assistant Reference Librarian who will manage the multi-media area and act as a liaison to the College of Fine and Performing Arts as well as do general reference work within public service areas. Additional information: <http://www.cc.yzu.edu/hr/PAListing.htm>

**Required Qualifications:** MLS from an accredited ALA program.

**Salary:** (Initial) \$27,110 - \$32,766.

**Date Available:** August 15, 2002.

Application: Applicants should send (1) letter of interest, (2) current résumé, (3) copy of transcript (4) names, addresses, telephone numbers, and (if available) email addresses of three references to: Mr. Thomas C. Atwood, Executive Director, Maag Library, Youngstown State Univ., One University Plaza, Youngstown, Ohio 44555-0001.

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**COLUMBIA COLLEGE CHICAGO**, Chicago, Illinois, is looking for a **Cataloger**.

Description: Columbia College Chicago seeks qualified applicants for the position of Cataloger. This position reports to the Head of Technical Services, and is primarily responsible for the cataloging and classification of materials in all formats and all languages acquired for the Library collection. The position is also responsible for the maintenance of records on the Library's Voyager system.

Responsibilities: Performs original and copy cataloging of materials in all formats using OCLC, Voyager, Dewey Decimal Classification, Library of Congress Subject Headings, the Anglo-American Cataloging Rules 2nd ed. rev., the Library of Congress Rule Interpretations, and other relevant standards. Resolves problems arising from obsolete, conflicting, or incorrect cataloging from the past. Upgrades less than full level cataloging records on OCLC as necessary. Keeps abreast of revisions in cataloging rules and of trends in cataloging practices. Applies new rules and interpretations as appropriate. Brings changes to the attention of others as appropriate for implementation or discussion. Participates in departmental meetings and deliberations, assisting in the delineation of policies and procedures relating to cataloging. Assists in monitoring the flow of materials entering the Department. Other duties: Under the general direction of the Head of Collection Management, participates with other librarians in collection development and faculty liaison activities. Participates in College and professional activities. Represents the Library in local, regional, and national consortia.

Qualifications: Required: Master's degree from an ALA-accredited library school with course work in cataloging; thorough knowledge of MARC bibliographic and authorities formats; thorough knowledge of AACR2 and the Library of Congress Rule Interpretations; minimum of three years original cataloging experience on an integrated library system (Voyager preferred) and on an online bibliographic utility (OCLC preferred) at the professional level, preferably in an academic setting; working knowledge of one or more Western European language and/or the ability to catalog in unfamiliar languages with the aid of a dictionary; background in fine arts or a related humanities discipline, with an undergraduate or higher degree strongly preferred; ability to work both cooperatively and independently; ability to work flexibly, energetically, and creatively in a busy, changing environment; ability to set goals and manage various assignments simultaneously. Preferred: Undergraduate or higher degree in music or the equivalent broad knowledge, training, or experience; demonstrated knowledge of music cataloging; knowledge of library classification systems, preferably Dewey Decimal Classification.

Institution: Columbia College Chicago is a diverse, open admissions urban institution of approximately 9,500 undergraduate and graduate students, emphasizing arts and communications in a liberal education setting. Visit the Library's home page at <http://www.lib.colum.edu/library>. The College website can be found at <http://www.colum.edu>.

Salary & Benefits: We offer a competitive salary and excellent benefits package.

Deadline: Open until position is filled.

Application: Send letters of application to: Library, CL-1, Columbia College Chicago, 600 S. Michigan Ave., Chicago, IL 60605. Columbia College Chicago is an equal-opportunity, affirmative-action employer, M/F/D/V. Minority and women applicants are especially encouraged to apply.

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The **NEW YORK PUBLIC LIBRARY FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT**, New York, New York, is looking for an **Assistant Project Manager**.

Description: Under the direction of the Project Manager and in collaboration with other NYPL staff, coordinates a 7-year project to process uncataloged archival, audio/visual and other non-book collections in the Library for the Performing Arts. Develops standards for archival finding aids, EAD-encoded finding aids, and non-book cataloging records, including collection level records. Implements systems for the automation of the encoding of finding aids and creation of collection level records. Implements interface for the online delivery and searching of encoded finding aids. Implements methods and workflow for integrating existing catalog records in print and electronic form into existing or newly developed library access tools. Develops file management system and manages files as they are produced by project staff. Assists the Project Manager with the interviewing, hiring and training of staff. Coordinates and manages workflow, schedules team assignments for archival processing and cataloging of audio/visual materials, scores, photographs, etc. Oversees all cataloging and processing, addressing bibliographic control and technical issues arising over the course of the project. Performs related duties as required.

Requirements: ALA accredited Master's degree in Library Science and substantial experience with specials collections cataloging and archival processing in a research library. Demonstrated knowledge of MARC AMC, APPM, EAD, LC classification, AACR2 and other metadata standards. Demonstrated knowledge of archival processing standards. Successfully demonstrated experience with basic software applications, including MS Word, Excel and Access. Demonstrated experience in the application of library automation, including experience with RLIN and/or OCLC. Familiarity with the issues surrounding the encoding, delivery and searching of structured documents and metadata management. Demonstrated ability to oversee progress of a large project staff, including supervising and training. Excellent interpersonal, verbal and written communication skills.

Salary: Starting salary low \$50Ks.

Application: Please send résumé and cover letter, including salary requirements to: The New York Public Library, HR Dept. Code: AG-WAPM, 188 Madison Avenue, 5th Floor, New York, NY 10016. Email: [hrd@nypl.org](mailto:hrd@nypl.org). Website: <http://www.nypl.org>. An Equal Opportunity Employer. Only candidates selected for further consideration will be contacted.

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The **ST. LOUIS PUBLIC LIBRARY**, St. Louis, Missouri, is looking for a **Catalog Librarian**.

Qualifications: Required: MLS. Preferred: Thorough knowledge of bibliographic description sources, including AACR2, Dewey, LCSH and MARC formats and their application in an OCLC cataloging environment. Music cataloging training and experience. Self-motivated. Effective oral and written communication skills. Leadership potential.

Responsibilities: Perform original and copy cataloging of library materials in various formats in OCLC, particularly popular and classical music in CD and cassette formats. Direct workflow. Train staff. Document procedures. Monitor quality control of data input. Serves as professional resource person in cataloging specific formats.

Application: Interested candidates should forward a résumé to: St. Louis Public Library, Human Resources, 1415 Olive St., St. Louis, MO 63103. FAX: (314) 539-0335. Email: [bberry@slpl.lib.mo.us](mailto:bberry@slpl.lib.mo.us).

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**STANFORD UNIVERSITY**, Stanford, California, is looking for an **Operations Manager, Music Library**.

Description: 75% ADMINISTRATIVE and MANAGERIAL: As the senior public services support staff member in the Music Library, the Operations Manager manages the library's day-to-day functions regarding circulation and facilities, and supervises the work of 1 FTE LS II and approximately 2 FTE student/hourly assistants. Hires, trains, assigns, schedules and evaluates the work of one L.S. II and approximately 2 FTE hourly assistants. Serves as administrator of the Kronos leave system for hourly employees. Monitors requisitions salary budget. Independently develops, documents, and manages policies and procedures for: Circulation and reserves. Binding preparation and repair. In-house processing of recordings, microforms and other materials. Conservation of library materials. Maintenance and security of collections. Responsible for all equipment, supplies, and facility maintenance for the Music Library. Effects repairs and replacement of equipment. Serves as primary liaison with contractors. Monitors contractual maintenance and repair agreements. Monitors and orders all supplies and supply budget. Oversees facilities projects and other building services. Serves as liaison with appropriate SUL departments such as Serials, Binding and Finishing, Conservation, Privileges, etc. Compiles, analyzes and reports needed statistics. Provides administrative support to the Head and Assistant Head Librarians. Plans and supervises special projects as needed. Oversees library operations in the absence of a librarian. Coordinates mounting of Music Library displays. 15% SERIALS: Manages the serials collection for the Music Library and CCRMA and insures that the following tasks are completed regularly and in a timely manner: Order, check-in, claiming, binding, disposal of duplicate issues. Maintaining appropriate records. 10% REFERENCE SERVICES: Handles informational and reference queries using online and manual resources. Provides and/or supervises reference services at the Circulation desk during all morning, evening and weekend hours. Trains support staff and students in appropriate searching techniques. May be assigned to reference desk duty. OTHER: Serves on committees as appropriate and as a member of the Music Library's Emergency Recovery Team.

Qualifications: Requires demonstrated ability to: Apply effective supervisory, management and organizational skills. Apply previous library experience in positions of increasing responsibility in public services. Apply initiative, independence, and sound judgment in problem solving and development of policies and procedures. Simultaneously manage daily operations while handling other initiatives and projects. Work effectively with a diverse group of people. Communicate effectively in written and oral English. Apply knowledge of automated systems (e.g. Socrates, Sirsi, RLIN, OCLC). Use appropriate computer applications for word processing, spreadsheets, database management and communications. Highly desirable: Knowledge of or academic background in music. Knowledge of the structure and organization of SUL. Knowledge of Windows environment and networking. SUL/AIR.

Application: Apply using the "I Want This Job" link at:  
[http://jobs.stanford.edu/openings/display.cgi?Job\\_Req=001700&JFam=NIL](http://jobs.stanford.edu/openings/display.cgi?Job_Req=001700&JFam=NIL).

The **UNIVERSITY OF MONTANA**, Missoula, Montana, is looking for a **Fine Arts Reference Librarian and Media Resources Coordinator**.

Environment: The Maureen and Mike Mansfield Library of The University of Montana is located in Missoula, in the heart of the Northern Rockies and tremendous recreational opportunities. Missoula also serves as the region's cultural center and is home to a growing number of nationally recognized writers and other artists. Of particular note is the renowned Missoula Children's Theater, home of the largest touring children's theatre program in the U.S.

The University: The University of Montana provides a broad curriculum that strikes a balance between a strong liberal arts education and professional programs. The College of Arts and Sciences, the Graduate School, the College of Technology, and seven accredited professional schools - Business Administration, Education, Fine Arts, Forestry, Journalism, Law, and Pharmacy and Allied Health Sciences - complete the University on the Missoula campus. Affiliated campuses include the College of Technology of The University of Montana, Helena; Montana Tech of The University of Montana, Butte; and The University of Montana Western, Dillon.

Description: The University of Montana seeks an entry-level, enthusiastic, user-oriented, and technologically knowledgeable librarian to provide reference and instruction services in a dynamic, rapidly changing, team-based organization and to promote library and information services to students and faculty in the School of Fine Arts. "The School of Fine Arts is a jewel in the crown of The University of Montana-Missoula and provides artistic and cultural leadership for the state of Montana. The history and traditions of the School of Fine Arts are rich and extensive. The School is committed to the highest standards of artistic development, teaching, and learning. Faculty members are nationally and internationally known for their achievements and teaching. Students express admiration and respect for the faculty members in Art, Music, Drama/Dance, and the Media Arts, with many students indicating that their selection of the School of Fine Arts is based solely on the teaching and artistic faculty." (From The University of Montana Accreditation Review by the Northwest Association of Schools and Colleges, Spring 2000.) This position will provide leadership in expanding and coordinating media resources across disciplines and curriculum. The successful applicant will provide general reference assistance within an information center, and will serve as liaison to the music, drama, dance, art, and media arts programs by providing specialized reference assistance, instruction, collection development, subject guide preparation, collaboration, and communication of all issues between the library and departments. Some evening and weekend service will be required.

Qualifications: Required: ALA-accredited library degree; subject knowledge in one or more of the following: music, drama, dance, art, or media arts, as demonstrated by education and/or experience; excellent interpersonal communication, presentation, and organization skills; capable of working constructively, creatively, and energetically both autonomously and collegially in groups; strong commitment to user-focused services; strong knowledge of and recent experience with traditional and electronic reference sources; ability to handle multiple responsibilities in a changing environment; and, potential for achieving tenure and promotion. Preferred: Facility with computers, technology, presentation software, and particularly with multimedia resources; experience with issues related to collection development and copyright of media resources; conversant with emerging issues related to teaching, instructional design, learning technologies, and information literacy standards for higher education; and conversant with the history and language of music.



Rank, Salary & Benefits: Position is a 12-month, tenure-track appointment at the rank of Assistant Professor. The University of Montana offers a comprehensive benefits package including TIAA-CREF.

Deadline: Candidates applying by August 9, 2002 will be given first consideration.

Application: To apply, please submit a letter of application, a résumé, and a list of three professional references to: Administrative Services, c/o Jennifer Jensen, Financial and Personnel Services Manager, Maureen and Mike Mansfield Library, The University of Montana, Missoula, MT 59812-9936. Phone: (406) 243-6800. Fax: (406) 243-6864. Email: jennifer@selway.umt.edu. Website: www.lib.umt.edu. The University of Montana is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, Vietnam era veterans, and persons with disabilities. Positions eligible for veterans' preference in accordance with State law.

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**CARNEGIE MELLON UNIVERSITY**, Pittsburgh, Pennsylvania, is looking for a **Musci and Catalog Librarian**.

Description: Carnegie Mellon University is seeking a creative and client-centered Music and Catalog Librarian. This position is a unique opportunity for the candidate who would enjoy librarianship responsibilities in both public and technical services divisions of an academic library. In the public sector, the incumbent will be the primary point of contact for the following Music Librarianship duties: Serve as library liaison to the School of Music, provide general arts and music reference services, provide instruction in library research methods in music, develop collections and create and maintain web pages related to the subject specialty. The cataloging responsibilities include original and complex copy cataloging in a variety of subject areas and participation in projects to catalog and/or produce metadata for electronic and scanned materials. This faculty position will maintain an appropriate knowledge of recent advances or trends in librarianship and related fields through reading, training, networking, attending conferences, workshops, etc. or other means of current awareness.

Qualifications: Required: Master's degree in library/information science from an ALA-accredited program and an undergraduate degree in music or equivalent; demonstrated knowledge of Dewey Decimal or Library of Congress classification, LC subject headings, MARC format and AACR2; experience using an automated library system; excellent organizational and communication skills; and knowledge of current and emerging trends in music librarianship and cataloging. Preferred: Graduate coursework in music or related discipline; in-depth and wide-ranging knowledge of music and music history; experience using OCLC or another bibliographic utility for cataloging; experience using Sirsi's Unicorn system; and two or more years of relevant experience.

Salary, Rank & Benefits: Librarians at Carnegie Mellon are faculty and have a promotional system. Rank is anticipated at the Librarian or Senior Librarian level, commensurate with the candidate's experience and professional achievement. This position offers full benefits and opportunities for professional development and travel, and participates fully in faculty governance. Salary negotiable from \$30,000 minimum depending on qualifications and experience.

Deadline: Credential review begins September 9, 2002. Position begins on or near December 1, 2002. Employment eligibility verification required upon hire. Applications will be accepted until position is filled.

Application: Send letter of application referencing job HL1-02, résumé, and names and contact information of three references to: Administration Office, Hunt Library, Carnegie Mellon University, Pittsburgh, PA 15213-3890. Fax: (412)268-2793. Carnegie Mellon is an AA/EEO employer. Detailed job description and information about the Libraries available at <http://www.library.cmu.edu>. For information about Carnegie Mellon, see <http://www.cmu.edu>.

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**DUKE UNIVERSITY**, Durham, North Carolina, is looking for a **Public Services Librarian, Music Library**.

Description: The Perkins Library System seeks a public service oriented and technologically proficient librarian to provide innovative reference and instructional services to the University community. We seek a dynamic and creative individual who is excited about exploring and identifying user needs, can respond effectively to those needs, and will participate in an integrated public services program within the Perkins Library System. Additional responsibilities include oversight of daily public services activities of the Music Library, including the newly renovated, state-of-the-art Music Media Center, and evaluation and implementation of new multimedia and increasingly Web-oriented technologies. Reports to the Director of the Music Library.

Responsibilities: Works closely with the Director of the Music Library in the formation, interpretation, and implementation of plans, policies, and procedures for the Music Library within its context as a branch of the Perkins Library System. Provides general and specific public services both in person and online. Specific services include music reference, in-depth reference and consultation, instruction, and technology assistance. Plans the further development of electronic resources for the Music Library, including hardware and software for the Music Media Center. Remains informed about emerging issues regarding Internet resources and participates in the implementation of services that make full use of these resources. Participates in the Perkins System's Library Instruction Program. Supervises three support staff and student assistants. Participates on library committees and performs other duties as assigned.

Environment: The libraries of Duke University consist of the William R. Perkins Library and its five branches on campus: Biological and Environmental Sciences, Chemistry, Engineering and Math-Physics, Lilly, and Music; the Pearse Memorial Library at the Duke Marine Laboratory in Beaufort; and the independently administered libraries of the professional schools: Business (Fuqua), Divinity, Law, and Medicine. Duke's library holdings of 5.1 million volumes are among the largest of private universities in the United States. Duke is a member of the Triangle Research Libraries Network which promotes collaboration in the areas of information resources and services, information technology, and human resources among the libraries of Duke University, the University of North Carolina-Chapel Hill, North Carolina Central University and North Carolina State University. Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by Money magazine as one of the "Best Places to Live" in the U.S.

Qualifications: Required: master's degree from an ALA-accredited program; academic background in music; strong public service orientation; experience with multimedia formats and Internet resources. Must be creative, flexible, and innovative and possess excellent interpersonal, oral, and written communication skills as well as proven ability to work both independently and as an enthusiastic participant in a collaborative service-oriented environment. Desirable: advanced degree in music history

or theory; experience providing reference service in an academic, research, or large public library; supervisory experience.

Salary & Benefits: Salary and rank dependent on qualifications and experience; minimums are \$35,800 for Assistant Librarian; \$38,300 for Senior Assistant Librarian; \$41,650 for Associate Librarian; \$47,750 for Librarian. Comprehensive benefits package.

Deadline: Review of applications will begin in mid-September and continue until the position is filled.

Application: Send cover letter, detailed résumé, and names, addresses (mailing and e-mail), and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, NC 27708. Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins 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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**INTERNATIONAL ASSOCIATION OF MUSIC LIBRARIES (IAML) - US BRANCH is looking for a Treasurer.**

Description: As the chief financial officer, the treasurer maintains the financial statement and annual budget of the US Branch of the International Association of Music Libraries and works closely with the treasurer of the International Association of Music Libraries. The treasurer collects dues, fills claims for missing issues of the journal *Fontes Artis Musicae*, maintains the US Branch's membership database, oversees endowment funds, and administers travel grants as directed by the IAML-US Board. The treasurer keeps accurate records of the Branch's financial transactions, and prepares periodic financial reports of income and expenditures for the Board and the membership. The treasurer reports to the IAML-US Board and submits all required reports to the Internal Revenue Service. The Treasurer is a non-voting member of the IAML-US Board, which meets twice a year, at the annual meetings of the Music Library Association and the International Association of Music Libraries. Because the Branch is presently in negotiation with a management company to take over some of its functions, the duties of the Treasurer may be modified in the near future.

Qualifications: The position requires a dynamic individual who is familiar with and interested in the work of the IAML-US Branch and must be a member of IAML. Experience with spreadsheets, Microsoft Word and Microsoft Excel, and budget management is highly desirable. The treasurer is required to attend the board meeting during the MLA meeting and attending the international meeting is highly desirable.

Deadline: Application deadline is 15 September 2002. Interviews will be held via conference calls, and the new Treasurer will assume duties in February 2003.

Application: Please send electronic applications to Judy Tsou (Chair of the IAML-US Treasurer Search Committee) at [jtsou@u.washington.edu](mailto:jtsou@u.washington.edu). Word attachments are preferred. Your electronic application should include a cover letter, a résumé, and names of two professional references. Other members of the committee are: Deborah Campana ([deborah.campana@oberlin.edu](mailto:deborah.campana@oberlin.edu)) and James Cassaro ([cassaro@pitt.edu](mailto:cassaro@pitt.edu)). Please do not hesitate to contact any of us if you have questions. A copy of this announcement and a full job description of the Treasurer's position is on the IAML-US website (<http://condor.depaul.edu/~racker/iamlus.htm>)

**J& J LUBRANO, MUSIC ANTIQUARIANS**, Lloyd Harbor, New York, is looking for an **Assistant**.

Description: J & J LUBRANO, MUSIC ANTIQUARIANS, dealers in rare printed music and musical literature, and musical autographs and manuscripts, established in 1977, is seeking an assistant.

Environment: We operate from our private home on the picturesque North Shore of Long Island, located approximately one hour from New York City. We are in close proximity to beaches, state parks, the bustling town of Huntington, etc.

Responsibilities: Primary duties will include the research and cataloguing of scholarly, rare, and antiquarian printed music, musical literature, autograph musical manuscripts and documents, and iconography. Some physical work, such as moving and packing books, will occasionally be required.

Qualifications: Undergraduate or higher degree, preferably in music, or the equivalent. Broad knowledge, training or experience. Working knowledge of one or more Western European languages. Some familiarity with standard music reference works and cataloguing procedures. Computer-related skills. Masters degree in librarianship and/or some experience with antiquarian materials desirable. We are seeking a creative, flexible and self-motivated individual with the ability to work both cooperatively and independently.

Salary & Benefits: Negotiable, in the range of \$25,000 to \$35,000, including medical benefits.

Deadline: Available immediately. Applications will be accepted until the position is filled.

Application: Please send us a letter of interest, your current résumé, a copy of your transcript and the names, addresses, telephone numbers and e-mails (if available) of three references. You may submit this in writing to J & J Lubrano, Music Antiquarians, 351 West Neck Road, Lloyd Harbor, NY 11743; by fax to 631-421-1677; or by e-mail to [lubrano2@optonline.net](mailto:lubrano2@optonline.net).

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The **LIBRARY OF CONGRESS**, Washington, D.C., is looking for **Catalogers**.

Description: The Library of Congress (LC) Cataloging Directorate is currently seeking catalogers for all languages, formats, and subject areas, and hopes to hire at least two music catalogers in the current round of vacancy announcements. Several positions have already been posted on the USAJOBS Web site, the United States government's official source of information for Federal jobs, and more are expected soon. You do not need to be a current Library of Congress employee to apply for any of these positions.

Deadline: Application deadlines for the positions vary.

Application: To read the vacancy announcements and submit your application online, please keep checking the USAJOBS site at URL <http://www.usajobs.opm.gov/> for vacancy announcements throughout the summer and September. To find individual ads, it is easiest to go to the LC Web site, where there is a list of Current Job Opportunities at the Library of Congress: <http://www.loc.gov/hr/employment/jobposts.html>. The vacancy announcements are listed only as "Cataloger," so you must click through to learn what the sub-specialty is for each one. Those listings lead you to the official vacancy announcement on USAJOBS. All the vacancies should be posted by Sept. 30.

The **MANHATTAN SCHOOL OF MUSIC**, New York, New York, is looking for a **Head Catalog Librarian**

Job Description: The Head Catalog Librarian establishes cataloging policies and procedures, is in charge of catalog maintenance, and supervises the work of two full-time catalog librarians. He or she catalogs books, scores, videos, recordings, and electronic resources using OCLC, AACR2, modified Dewey classification, and LC subject headings. The position includes approximately five hours per week of reference duties. The Head Catalog Librarian also acts as assistant to the Head Librarian.

Institution: With over 850 students, the Manhattan School of Music is the largest private conservatory in the United States offering degrees in both classical music and jazz. The Frances Hall Ballard Library is a busy, 90,000-item facility run by a highly congenial staff of four professional librarians, three paraprofessionals, and more than 20 student staff. In addition to the Music Library, there is a small Humanities Library that supports the School's non-music curriculum. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; a small amount of retrospective conversion remains to be done.

Qualifications: Required: MLS from ALA-accredited school; undergraduate degree in music or the equivalent; at least three years of cataloging experience; basic knowledge of European languages. Preferred: Experience with Innopac (Innovative Interfaces, Inc.); knowledge of jazz; interest in the general humanities.

Salary & Benefits: Competitive salary; individual health coverage; TIAA/CREF retirement plan; standard vacation benefits.

Deadline: Open until filled.

Application: Send or e-mail letter of application, current résumé, and three references (names, addresses, and telephone numbers) to Peter Caleb, Head Librarian, The Manhattan School of Music, 120 Claremont Avenue, New York, NY 10027; pcaleb@msmny.edu. The Manhattan School of Music is an AA/EOE employer.

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The **MARTIN LUTHER KING JR. MEMORIAL LIBRARY, MUSIC & RECREATION DIVISION**, Washington, D.C., is looking for a **Music Librarian**.

Position Title: Music Librarian, DS-1410-9/11.

Location: Music & Recreation Division, Martin Luther King Jr. Memorial Library, 901 G Street, N. W. Washington, D. C. 20001.

Functions: Under the general supervision of the Chief, Music and Recreation Division, the incumbent furnishes reference and advisory service to the public; guides readers in the use of the card catalog, on-line catalog, automated reference sources, world wide web; assists in developing the Division's collection, including books, recordings, music scores, etc.; as assigned; reviews books and other materials and recommends titles for consideration for branch purchase; makes extensive searches of special sources to locate relevant materials best suited to the collection and the customer needs and interests; compiles reading lists and bibliographies for publication; creates specialized indexes and actively participates in professional organizations. Performs other related duties as assigned.

Hours: As scheduled within the weekday hours 8:45 A.M. - 9:00 P.M. and on Saturdays as assigned.

Qualifications: A Master's Degree in Library Science is required. In addition, education and/or professional experience which has provided a broad knowledge in the subject field of music is required. All applicants must present a combination of experience, education, skills, and self-development and expertise which demonstrates the capacity to perform the duties of the position.

Residency: Effective 3/16/89, the Residency Preference Amendment Act of 1988, D. C. Law 7-203, is in force.

Salary: DS-9 \$33,024.00 - \$42,543.00; DS-11 \$39,805.00 - \$51,308.00 per annum.

Deadline: Open until filled (first screening date after 8/12/02).

Application: Submit SF-171 Form or D. C. Government Employment Application Form to the Human Resources Department, Room 423, Martin Luther King Jr. Memorial Library, 901 G Street, N.W., Washington, D.C. 20001. Staff members submit PL-424. (Supervisors: submit PL-82 (rev.) for those staff members who may be interested or eligible, but on leave until the closing date.)

Notice of non-discrimination: In accordance with the Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis or race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Selection will be made in adherence to the equal employment opportunity regulations of the District of Columbia Public Library.

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**SUNY at STONY BROOK**, Stony Brook, New York, is looking for **Music Library Support Staff**.

Description: This position will be responsible for a wide range of duties such as: cataloging Music Library materials; managing the Music Library during certain evening/weekend hours; managing the Audio Center operation; acting as LAN administrator/PC troubleshooter; providing public service to patrons.

Qualifications: Required: Knowledge equivalent to a Bachelor's Degree in the music field. Availability to work some evenings and Sundays is required. Highly desired: Experience as a recording engineer familiar with the maintenance and operation of studio equipment; prior library experience, preferably in an academic library. Desirable: Understanding microcomputer hardware /software and familiarity with using the Internet.

Salary: \$29,983-\$33,000.

Deadline: The closing date for receipt of résumés is September 4, 2002.

Application: Send cover letter, résumé and names of 3 references to: Germaine Hoynos, Library Personnel Officer, Main Library, Stony Brook University, Stony Brook, NY 11794-3300. SUNY at Stony Brook is an Affirmative Action/Equal Opportunity educator and employer. Women and minorities are encouraged to apply.

The **UNIVERSITY OF RICHMOND**, Richmond, Virginia, is looking for a **Music Librarian**.

Description: The University of Richmond libraries seek an energetic, creative, knowledgeable librarian to serve as its Music Librarian. The Music Librarian is responsible for overall management of the Mary Morton Parsons Music Library, a branch of Boatwright Memorial Library. The new Music Librarian will be someone who is willing to experiment and who will seek new ways to use technology to provide access to music resources in all appropriate, useful formats.

Responsibilities: The Music Librarian is responsible for planning, personnel, supervision, training, and day-to-day operations of the Music Library. This entails selection, receipt, and cataloging of music materials. Serves as the library's liaison to the Music Department. Provides instruction in library research methods in music. Participates in initiatives of the library's Outreach and Instruction team. Will participate in the library's planning and implementation of Endeavor's ENCompass product for organizing and providing access to digital information.

Required Qualifications: Master's degree in library/information science from a program accredited by the American Library Association. In-depth and wide ranging knowledge of music and music history. Knowledge of current and emerging trends in music librarianship. Creative problem-solving skills. Effective oral and written communication.

Desirable Qualifications: Bachelor's and/or master's degree(s) in music or music history. Prefer a minimum of three years experience, including at least two in music librarianship. Knowledge of French, German, or other languages useful in the study of music and in music cataloging. Experience with Endeavor's Voyager system. Supervisory experience.

Environment: The University of Richmond is a private, highly selective institution with 3,400 full-time students in liberal arts, business, leadership studies and law programs. Ranked by U.S. News & World Report and other college guides as one of the nation's premier universities, Richmond has a rising national and international profile. Our endowment of over \$1 billion and ambitious strategic plan provide a strong sense of momentum for the future. Located just two hours south of Washington, D.C., Richmond has a population of one million, and as state capital, is home to numerous cultural and civic organizations. The University's campus, recently named one of the most beautiful in the nation by the Princeton Review, is located six miles west of downtown and offers an extraordinary quality of life for our faculty, staff and students.

Deadline: Screening of applications will begin Monday, September 23, 2002, and continue until the position is filled.

Application: Interested individuals should send a cover letter and résumé to: Human Resource Services, Attn: Janet Ragusa, University of Richmond, VA 23173. The University of Richmond is an equal opportunity employer.

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The **BRITTEN-PEARS LIBRARY**, Aldeburgh, England, is looking for a **Librarian**.

Description: The Britten-Pears Library is situated in Aldeburgh and holds a unique collection of books, manuscripts and works of art related to Benjamin Britten and Peter Pears. It is the foremost centre for research on the music of Britten and related topics. The Britten-Pears Foundation is seeking to fill the

post of Librarian who will take responsibility for preserving and expanding the collection as well as making it available for scholarly and educational purposes.

Qualifications: The ideal candidate will be a professional librarian with experience of working in a music library and of managing staff and budgets. S/he will need to demonstrate commitment to the music of Benjamin Britten and British 20th century music, as well as being in sympathy with the ideals and legacy of Britten and Pears. S/he will be expected to be thoroughly conversant with latest IT developments generally in the field of library systems.

Salary: in the region of GBP 30,000 per annum.

Deadline: Friday October 4, 2002.

Application: For further details, contact: The General Director (Ref: Lib), The Britten-Pears Foundation, The Red House, Aldeburgh, Suffolk IP 15 5PZ, UK. E-mail: Hugh Cobbe: Hugh.Cobbe@bl.uk.

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**DePAUL UNIVERSITY**, Chicago, Illinois, is looking for a **Technology Specialist in Digital Music Technology and Music**.

Responsibilities: Provide expert consultation as an Instructional Technology Consultant to faculty and academic staff for integrating instructional technology into the curriculum, and assist faculty in learning, adopting, and adapting technologies for their teaching. Design and develop a technology/digital resource training program for music faculty and provide online or face-to-face training to them as a group or on a one-on-one basis. Teach two courses per academic year in the School of Music. Provide leadership to the University Libraries in the development and delivery of services in recorded, digital, online and print music resources, including instruction, online reserves, and collection development. Serve as liaison with the faculty of the School of Music for the Libraries and for Instructional Technology Development. This is a staff position which reports jointly to the Dean of the School of Music, the Director of Instructional Technology Development, and the Director of Libraries.

Environment: DePaul is a thriving, multi-faceted Catholic, Vincentian, and urban university with an enrollment of over 21,000 students. The School of Music is located on the beautiful Lincoln Park campus, two miles north of the Chicago Loop. The School of Music enrolls 385 students in four graduate and seven undergraduate programs. It has a full-time faculty of 22 and a part-time faculty of 95, including many of Chicago's most celebrated and capable musicians and teachers. The School of Music has maintained full accreditation from the National Association of Schools of Music since 1931.

Qualifications: The successful candidate will: possess an earned doctorate in music or musicology; demonstrate knowledge of streaming media, web development tools, authoring tools, MIDI applications, and on-line musical resources; have particular expertise in digital music files, transfer, and storage; be a capable teacher in music research and another music specialty area; have a team approach in developing work relationships; foster collaboration among the School of Music, Instructional Technology Development and the Libraries. Minimum one-year technology support experience in higher education is required; library experience is highly desirable.

Salary: Range: \$53,157 - \$55,000.



Deadline: Position open until filled.

Application: Send a letter of interest, a current curriculum vitae, and the names and telephone numbers of three individuals who will knowledgeably endorse your application to: Dr. Sharon Guan, Director Instructional Technology Development, DePaul University, 2320 N. Kenmore, SAC 284, Chicago, IL 60614. Telephone: (773) 325-7726; FAX: (773) 325-7167. Email: [xguan@depaul.edu](mailto:xguan@depaul.edu). Please do not send, nor request to have sent, letters of recommendation. DePaul University supports and practices the concepts of nondiscrimination in all areas of employment regardless of race, color, religion, sexual orientation, national origin, age, gender, marital status, disability, Vietnam veteran status, or type of discharge from the military.

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The **NEW YORK PUBLIC LIBRARY**, New York, New York, is looking for a **Librarian**.

Description: The New York Public Library seeks a dynamic individual to join the staff of the Rodgers & Hammerstein Archives of Recorded Sound staff at its Lincoln Center facility. Responsibilities include cataloging and processing archival collections of non-commercial sound recordings, encoding collections in EAD, and reference work.

Qualifications: Candidates must have an ALA-accredited MLS degree and professional experience cataloging sound recordings or music materials in the MARC format.

Application: For detailed job description, please visit our website at: <http://www.nypl.org>. Refer to job code AG-RHA.

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**OCCIDENTAL COLLEGE**, Los Angeles, California, is looking for a **Part-Time Music Librarian**.

Job Summary: The Music Librarian is responsible for the continued development and management of the musical media (recordings, videotapes, DVDs, musical scores) in the Music Library, and for the supervision of student workers in the Music Library. The Music Librarian provides resource services to users of the collections, including students, department faculty, and others in the campus community, and works with faculty in the Music Department to develop their collections. The Music Librarian also oversees the operation of computers, audio and video equipment in the Music Library. Reporting: The Music Librarian will report to the Chair of the Music Department. He or she will supervise student employees in processing class reserves, circulation techniques, and reshelving music materials.

Job Duties: Provide reference and circulation services to faculty, students, outside callers; Supervision of student workers; Establish and maintain schedules; Circulation; Process class-reserve materials; Stack maintenance: music scores, reference materials, CD/LP/video materials; Oversee (and maintain) quality of student work; Coordination with main library re: cataloging new materials, maintaining class reserve lists; Supervision of equipment operation and maintenance: computers, turntables, CD players, etc.

Qualifications: The position requires some (but not prolonged) standing, mostly sitting (with back support), some reaching and/or standing on a low stool (in the Music Library), some (not prolonged) stooping, bending, etc.: the range of motion needed to file musical materials. Hearing requirements involve answering the telephone, conversing with users and staff of the Music Library, monitoring

equipment, and tolerating background noise (conversations, etc). The Music Librarian might occasionally have to lift a VCR or audio speaker or tape recorder: should not exceed 20 pounds; the same applies to carrying. He or she would make several trips a week across the campus to and from the main library, often carrying books or other materials.

**Special Knowledge and Skills:** A baccalaureate degree is required. A degree (baccalaureate or graduate) in music history, other music-related field, or MLS, is desirable. Working familiarity with standard information management software, as well as experience with music library and archive curatorship, preparation of music materials for classroom use, and training of student employees, are preferred. Reading knowledge of at least one of the following foreign languages is desired: Latin, French, German, or Italian. We seek candidates with organizational skills and the ability and interest in technologies appropriate to management, archiving, and presentation of musical materials, as well as the interpersonal skills necessary to interact with a diverse faculty and student body.

**Salary:** 10 months (20 pay periods) at \$945 semi-monthly (August through May; paid on the 1st and 16th); half time, approximately 20 hours per week; 2 months (4 pay periods) at \$418.75 semi-monthly (June and July); approximately quarter time, up to 9.5 hours per week.

**Start Date:** Immediately.

**Application:** Send, fax, or email letter of application and curriculum vitae to: Irene Girton, Chair, Music Department, Occidental College, 1600 Campus Road, Los Angeles, CA 90041. Phone: (323) 259-2590; fax (323) 341-4983; email: [igirton@oxy.edu](mailto:igirton@oxy.edu).

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The **ROYAL COLLEGE OF MUSIC**, London, England, is looking for a **TCS Associate/Archive Project Officer**.

**Description:** Following a successful application for a Teaching Company Scheme (TCS) programme, the Royal College of Music requires an Archive Project Officer who will work at Boosey & Hawkes Music Publishers Ltd (295 Regent Street, London) to identify, conserve and archive their important collection of manuscripts, correspondence and production materials. This is a two-year fixed term appointment available from 1 November 2002. Supervised by academics from the Royal College of Music, the position will provide training in both specific and generic skills including the attainment of an NVQ level 4 in management.

**Qualifications:** You need to be a graduate probably, but not necessarily, in music. Academic or vocational qualifications, or relevant experience as a librarian or archivist are highly desirable. Well-organised and with good computer and communication skills, you will need the strategic ability to plan and manage the project whilst being prepared to work with the artefacts.

**Rank & Salary:** APT&C Scale 5 (GBP18,964 min according to experience).

**Deadline:** Closing date for receipt of applications is Friday 4 October 2002. Interviews will be held during the week commencing Monday 14 October 2002.

**Application:** Completed application forms should be returned to Margaret Wilson, Personnel Department, Royal College of Music, Prince Consort Road, London SW7 2BS, UK. Further details and

application forms are available from the Royal College of Music website (<http://www.rcm.ac.uk/vacancies.htm>).

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**STANFORD UNIVERSITY**, Stanford, California, is looking for **Stanford Humanities Fellows**.

Description: Stanford University invites applications for the Stanford Humanities Fellows Program, a postdoctoral fellowship designed to give the best recent Ph.D. recipients in the humanities a unique opportunity to develop as scholars and teachers. Up to 6 Fellowships will be awarded for a two-year term, renewable for a third year. Fellows will teach one course and contribute a second course-equivalent per year in one of Stanford's fifteen humanities departments. In addition, Fellows will be expected to participate in the intellectual life of the program by sharing work in progress, meeting regularly as a group and with faculty Senior Fellows, and generally contributing to the community of humanists at Stanford. It is expected, too, that Fellows will be in residence during the term of their appointment. Over the next three years, the total number of fellows is expected to be between 12 and 15. This year's competition will focus on the following fields: 2002-03 Competition, for Fellowships beginning in 2003: Art History, Drama, Music, English and American Literature.

Qualifications: Candidates for this year's competition must have received their Ph.D. degree between January 1, 2000 and June 30, 2003.

Stipend: The stipend for 2003-2004 will be approximately \$50,000, and will include additional support for computer assistance, research, and moving expenses, depending on individual Fellow's needs.

Deadline: December 2, 2002. The committee of selection will meet in December and January. Finalists may be interviewed. Successful applicants will be informed by March 1, 2003.

Application: There is no application form. Please submit the following materials to the address below: 1. Curriculum vitae. 2. Dissertation abstract. 3. A sample of written work (no longer than 50pp). 4. A description of teaching experience and interests (up to three pages). NB: Courses will be offered through standing Stanford departments; applicants should familiarize themselves with recent course offerings and department curricula ([www.stanford.edu](http://www.stanford.edu), links to individual departments). 5. Three confidential letters of recommendation (or the applicant's active graduate school dossier). Faxed or electronic applications cannot be considered. Send all materials to: Professor Seth Lerer, Director, Stanford Humanities Fellows Program, Department of English, Stanford University, Stanford, CA 94305-2087 USA. Only complete applications will be considered. All applications will be acknowledged.

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The **UNIVERSITY OF ARIZONA**, Tucson, Arizona, is looking for an **Assistant/Associate Librarian** (Music Emphasis).

Position Summary: The incumbent will work to satisfy the needs relating to instruction, research and the creative endeavors of the team's customers, particularly those in the fine arts, by matching users with appropriate resources and services. The successful candidate will contribute to the profession and the professional literature to fulfill the responsibilities of a library faculty member through service (e.g., active participation in library-related associations and organizations) and scholarship (e.g., presentations at local and national conferences and meetings, publication of original research). As member of a library

profession, the Library Faculty Assembly, and the general faculty of the University, the incumbent will resist censorship of library materials and eliminate barriers to access to information, commit to intellectual freedom in the pursuit of truth and knowledge for customers and staff, commit to honesty and respect for customers and staff, commit to the professional Code of Ethics for librarianship, be involved in the governance of the Library and the University through service in the Library Faculty Assembly and on appropriate University committees, and play a leadership role on campus in ensuring that the development of information literacy is a key component of the educational experience.

**Duties and Responsibilities:** Fulfill primary assignment in fine arts, principally to the School of Music and Dance and related disciplines. Work in other subject areas as needed by our customers and as knowledge and ability permit. **Connection Development:** Establish and maintain connections with assigned group of faculty, students, researchers and staff. May include developing programs, exhibits, and other outreach activities. **Information Resources Development/Preservation:** Identify, evaluate and select information for purchase or access. Expend and manage information access funds in assigned subject areas within Information Resources Council guidelines and established allocations. **Education:** Develop and provide library education, course-related instruction and other specialized educational sessions to assigned customers and other groups. Develop and prepare appropriate instructional and educational aids. **In-depth reference/research consultation:** Develop and maintain in-depth subject knowledge of information resources and provide in-depth reference and consultations in assigned area of subject expertise. **Needs Assessment:** Assess and evaluate information and service needs of the teams and other customers, through application of appropriate needs assessment tools and methodologies. **Undergraduate Services:** Participate in and provide support for Undergraduate Services activities. These may include reference desk service, e-mail reference, instruction in general library education classes, and the training of staff and students who provide reference service. **Training and Supervision:** Develop and provide training sessions in areas of expertise to other team members, staff from other teams, and students in any of the above areas of responsibilities which include working closely with the Materials Access Team staff responsible for circulation, basic reference service, and physical maintenance of the Music Collection. Supervise student(s) in support activities as needed. **Library-wide Responsibilities:** Participate in library strategic projects teams, cross-functional teams and other teams as needed to complete the goals of the library.

**Minimum Qualifications:** Master's degree in Library/Information Science from an ALA-accredited institution.

**Preferred Qualifications:** Graduate level course work in Music. At least four years of experience as a Music Librarian in an academic library. Experience in music cataloging. Reading knowledge of German, French, Italian or Spanish. Ability and desire to work in a team-based environment. Evidence or knowledge of collection development and preservation, instruction, knowledge management, advanced mediated services and needs assessment in the fine arts. Strong commitment to information access in alternative and traditional formats. Demonstrated proficiency with related electronic technology. Ability to teach in a classroom, computer lab, in a collaborative setting, or one-on-one situations. Ability to communicate and to work effectively with faculty, customers and colleagues. Demonstrated commitment to continuous learning and professional development. Demonstrated contribution to the profession through scholarship and service activities. Commitment to diversity in the academic environment. Ability to set and achieve performance goals. Knowledge of instructional techniques and methods. Knowledge of digital imaging and electronic applications in the fine arts.

**Salary & Benefits:** Range: \$42,086 - \$53,406 annually. Benefits: Yes. Hours: 40 per week.

Deadline: Open until filled. Review of materials will begin 9/23/02 and will continue until position is filled.

Application: To apply, please submit a cover letter, résumé and the names and contact information for three references to: University of Arizona Library, Attn: Ms. Martina Johansen, 1510 E. University Blvd., Room #A302, P.O. Box #210055, Tucson, AZ 85721-0055. Fax to: (520) 626-7715 or E-mail to: hendricksong@u.library.arizona.edu. Please reference job number 24677. The University of Arizona is an EEO/AA Employer-M/W/D/V.

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The **UNIVERSITY OF MISSISSIPPI**, University, Mississippi, is looking for **Two Catalogers**.

Description: The University of Mississippi Libraries seeks two (2) catalogers to perform original and complex copy cataloging of library materials in all formats, languages, and subjects, complete special projects as assigned, and participate in tenure-track and professional development activities. Catalogers report to the Head of Technical Services.

Qualifications: Required: an ALA-accredited MLS by date of appointment, demonstrated knowledge of the principles and procedures of cataloging including AACR2rev, LSSH, LC Classification, and USMARC formats, recent cataloging experience using an integrated library system and bibliographic utility, proficiency with computer applications in libraries, excellent written and verbal skills, evidence of being able to work independently and successfully in a collegial environment, and the potential to meet tenure requirements. Must be eligible to work permanently in the United States. Candidates with the ability to catalog music materials are encouraged to apply.

Rank & Salary: This is a tenure-track faculty position at the Assistant Professor level. Salary is negotiable from \$34,000 depending upon qualifications and experience.

Application: Candidates should submit a letter of application addressing the requirements for the position, a current vita, and the names, addresses, telephone numbers, and e-mail addresses of 3 professional references to: JoAnn Stefani, Head of Technical Services, J.D. Williams Library, University of Mississippi, P.O. Box 1848, University, MS 38677.

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The **UNIVERSITY OF SOUTH CAROLINA**, Columbia, South Carolina, is looking for an **Assistant Music Librarian**.

Description: The USC Music Library is a branch library located in the School of Music, which has an enrollment of approximately 500 music majors. Reporting to the Head of the Music Library, the Assistant Music Librarian oversees the Music Library's special collections, including the processing of collections of manuscripts, personal papers, and other archival materials. Prepares and maintains electronic finding aids. Makes all housing and treatment decisions. Provides in-person, telephone, and e-mail reference assistance relating to the special collections. Coordinates rotating exhibits. Manages gifts-in-kind program, including decision-making about appropriateness to collection, production of acknowledgments, and internal appraising. Serves as liaison with the Preservation Services department. Will train and supervise Music Library staff in basic archival procedures and oversees students working

on related projects. Performs other duties as assigned. Active participation in professional activities and departmental or university initiatives. This is a full-time position (37.5 hours per week). Further information may be found at: <http://www.sc.edu/library/music/music.html>.

Qualifications: Required: An ALA-accredited M.L.S.; a Bachelor's degree in music or equivalent; formal training in archival theory and practice or equivalent experience; a thorough familiarity with print and online music reference resources; and, excellent oral and written communication skills. Preferred: Graduate degree in music. Familiarity with AACR2, MARC, OCLC, and the NOTIS automated system. Strong leadership and supervisory skills. Knowledge of digital technologies. Working knowledge of at least one European language.

Salary & Benefits: Salary negotiable with a minimum of \$31,000. Tenure-track position with faculty status. Excellent benefits package, including tuition remission, with choice of retirement plans.

Deadline: Review of applications will begin on October 7 and will continue until the position is filled.

Application: Candidates should submit a letter of application addressing position qualifications, a résumé, and the names, addresses, and telephone numbers of three professional references to: Jennifer Ottverik, Chair, Assistant Music Librarian Search Committee, Music Library, School of Music, University of South Carolina, Columbia, SC 29208. The University of South Carolina is an affirmative action/equal opportunity employer.

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A library in WASHINGTON, D.C. is looking for a **Music Librarian**.

Description: Our client in Washington, DC is seeking a Music Librarian to provide live reader advisory and reference services.

Qualifications: Must have successful public service experience in a music library and knowledge of classical music. MLS is preferred.

Salary & Terms of Employment: Full-time/6-8 weeks. Salary: \$18/hr.

Application: If interested, email résumé as a Word attachment or without an attachment to Sandra Fykes at [sfykes@infocurrent.com](mailto:sfykes@infocurrent.com) or via fax at (202) 775-1735.

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**BAYLOR UNIVERSITY**, Waco, Texas, is looking for a **Music and Fine Arts Librarian**.

Description: The Baylor University Libraries invite applications from innovative, service-oriented librarians for the position of Music and Fine Arts Librarian. This is an academic professional position with faculty rank and status. The Music and Fine Arts Librarian serves as the professional librarian of the A. Guy Crouch Music and Fine Arts Library, one of four reference areas in the Reference & Library Instruction (RLI) Unit. This position oversees the daily activities of the Crouch Library and assists the RLI Unit Leader in the supervision of staff and the administration of policies and procedures related to this area.

Required Qualifications: MLS or equivalent from ALA accredited institution; second master's degree in music; minimum of three years library experience, preferably in a music library or as a professional librarian; demonstrated ability to communicate and work effectively in an academic setting.

Desired Qualifications: Doctoral degree; supervisory skills; familiarity with the application of information and audio-visual technologies in the fields of music and fine arts; experience in collection development.

Salary & Benefits: \$35,000 minimum, 12 month contract. Salary will be based upon successful candidate's qualifications and experience. Competitive benefits with 20 days annual leave. Baylor University is located in Waco, Texas, midway between Dallas/Fort Worth and Austin. Waco enjoys a low cost of living and no state or local income tax.

Deadline: Applications will be reviewed beginning November 1, 2002, and will be accepted until the position is filled. To ensure full consideration, your application must be completed by November 30, 2002.

Application: Send letter of application, résumé, and names, addresses, telephone numbers, and email addresses of three professional references to: Sinai Wood, Music and Fine Arts Librarian Search Committee, P.O. Box 97148, Waco, TX 76798 or Sinai\_Wood@Baylor.edu. Baylor University is affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity employer, Baylor encourages minorities, women and persons with disabilities to apply.

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**DENISON UNIVERSITY**, Granville, Ohio, is looking for a **Fine Arts/Web Services Librarian**.

Description: Denison University Libraries invite applications and nominations for a Liaison to the Fine Arts/Web Services Librarian. We are seeking an energetic and service-oriented librarian with vision who will collaborate with teaching faculty, especially in the fine arts, and select, monitor and promote the collection and electronic resources in fine arts areas. The incumbent will participate in the library reference team, the library instruction program, information literacy initiatives, and oversee the development and maintenance of library web pages.

Responsibilities: The Fine Arts Liaison/Web Services Librarian will create and develop customized services in collaboration with Fine Arts faculty; build and manage library collections for the arts; provide instructional support and teach library instruction classes; promote information literacy initiatives and participate in current information literacy grant activities; provide reference service and participate in activities of the reference team; create library web pages; identify, evaluate and provide workshops for fellow librarians on relevant resources in the arts; serve on library, university and consortial committees; participate in professional development and service activities. This position will also be responsible for coordinating the maintenance of all library web pages in accordance with Denison University policy.

Knowledge, Skills & Abilities: Required: ALA accredited MLS; an undergraduate degree in the visual or performing arts or significant experience in fine arts librarianship; teaching or instructional experience at the academic level; familiarity with research skills in the fine arts; demonstrated knowledge of and enthusiasm about the integration of new technologies into the delivery of information services; strong commitment to user-focused service; demonstrated flexibility, initiative, and ability to adapt and work creatively in a challenging and rapidly changing environment; desktop computing skills including experience with html, multimedia and instructional technologies, strong written and oral

communication skills, ability to supervise support staff and students. Preferred: Graduate degree in the visual or performing arts; experience using web authoring software such as Dreamweaver or HomeSite; experience in a wide range of library functions.

The Libraries: The Doane Library is a 7-story facility with a dedicated staff of 23 including 9 librarians. The library catalog, CONSORT, is shared with three additional Ohio Liberal Arts colleges. The library is also a part of the highly respected OhioLINK system. Physical collections include some 350,000 volumes plus an equal number of government documents and serial subscriptions of about 3,000.

The University: Founded in 1831, Denison University is a nationally ranked, independent, co-educational selective liberal arts college with a strong tradition of academic excellence. Its 250-acre campus is located in the picturesque village of Granville, Ohio, 25 miles east of Columbus. A residential undergraduate college, Denison has 2000+ students and 167 faculty members. The college offers 37 majors and awards the B.A., B.S. and B.F.A degrees. Denison University is a member of the Five Colleges of Ohio.

Salary & Benefits: A competitive salary package commensurate with qualifications and experience and full benefits are offered for this 12-month appointment.

Deadline: Although applications will be accepted until the position is filled, those submitted by 30 November, 2002 are best assured of receiving full consideration. The position will begin on July 1, 2003.

Application: Candidates should send a letter of application, résumé, and the names, addresses, phone numbers and e-mail addresses of three references who can address the candidate's suitability for this position. Application materials should be sent to: Chair of Fine Arts Liaison/Web Services Librarian Search Committee, Denison University Library, Granville, OH 43023. Questions may be addressed to: [AndreadisD@Denison.edu](mailto:AndreadisD@Denison.edu). Denison University is an AA/EEO employer. Minorities and persons with disabilities are encouraged to apply.

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The **JUILLIARD ORCHESTRA LIBRARY** , New York, New York, is looking for an **Intern** (1-year position).

Description: The Orchestra Library is responsible for securing and preparing all of the printed music for Juilliard's performing ensembles and overseeing the school's wind instrument collection. The Intern will work very closely with the Orchestra Librarian to receive thorough training on the professional level in preparation of orchestral parts as well as gain experience with music publishers and copyright law. The music for the Pre-college division will be a primary responsibility of the Intern, as well as supervising work-study students. The Intern will be an integral part of the rehearsal and performance process and will have the chance to work with conductors and guest artists. The internship is an excellent opportunity to network within the field, and there is a possibility of attending the Major Orchestra Librarians Association conference in the spring. Most Orchestra Library Interns have gone on to find employment within the music preparation field shortly after their internship ends.

Qualifications: A music performance background and a thorough knowledge of orchestral literature are strongly suggested.

Starting Date: September 1, 2003.



Salary: Stipend.

Application: Frances Duffy, Orchestra Librarian, The Juilliard School, 60 Lincoln Center Plaza, New York, NY 10023. (212) 799-5000 x7142 phone. (212) 724-0263 fax. E-mail: fduffy@juilliard.edu.

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**KENT STATE UNIVERSITY**, Kent, Ohio, is looking for a **Music and Media Cataloger**.

Description: Kent State University Libraries and Media Services invite applications for the position of MUSIC AND MEDIA CATALOGER. The Libraries have a collection of more than 2 million volumes and hold membership in the Association of Research Libraries and the Center for Research Libraries. Kent State is a founding member of OCLC and of OhioLINK (<http://www.library.kent.edu>), Ohio's statewide information system. Innovative Interfaces is used for the integrated library system.

Responsibilities: The successful candidate will perform original and copy cataloging of music and media, including scores and sound recordings, software, audiovisual materials, and books in all subject areas. Original cataloging copy will be contributed to OCLC. Materials to be cataloged may be housed in the Main Library collection, the Hugh A. Glauser Music Library, or any of the seven regional campus libraries. The Music and Media Cataloger will provide expertise on national and international cataloging standards, address and resolve access issues and cataloging practices for integrating electronic resources into the collection, and supervise graduate students on a variety of cataloging projects. The librarian in this position will also work closely with regional campus librarians to facilitate original and copy cataloging across an eight-campus system.

Requirements: MLS from accredited ALA program; 2 years experience in original and complex cataloging of scores and sound recordings; experience performing original cataloging of audiovisual materials, computer files, and books; knowledge of cataloging standards, including AACR2, LC classification, LCSH, MARC21, MCD, and LCRI; academic degree in the music field.

Preferred Qualifications: Bibliographic knowledge of one or more foreign languages; knowledge of standards for cataloging remote electronic resources.

Salary, Status & Benefits: \$41,556. Faculty status. Assistant Professor rank. Tenure track. 12-month position. Generous health benefits. Annual research leave. Support for professional development.

Deadline: Review of applications will begin December 16, 2002.

Application: Send a letter of application addressing the required qualifications, a curriculum vita, and the names and contact information of three professional references to: Dr. Jeanne Somers, Associate Dean, Libraries and Media Services, Kent State University, P.O. Box 5190, Kent, OH 44242-0001. Kent State University is an equal opportunity, affirmative action employer. Applications from members of protected classes are encouraged. Consult the Libraries and Media Services Web site for more information (<http://www.library.kent.edu>).

The **MANHATTAN SCHOOL OF MUSIC** , New York, New York, is looking for a **Head Catalog Librarian**.

**Job Description:** The Head Catalog Librarian establishes cataloging policies and procedures, is in charge of catalog maintenance, and supervises the work of two full-time catalog librarians. He or she catalogs books, scores, videos, recordings, and electronic resources using OCLC, AACR2, modified Dewey classification, and LC subject headings. The position includes approximately five hours per week of reference duties. The Head Catalog Librarian also acts as assistant to the Head Librarian.

**Institution:** With over 850 students, the Manhattan School of Music is the largest private conservatory in the United States offering degrees in both classical music and jazz. The Frances Hall Ballard Library is a busy, 90,000-item facility run by a highly congenial staff of four professional librarians, three paraprofessionals, and more than 20 student staff. In addition to the Music Library, there is a small Humanities Library that supports the School's non-music curriculum. The Library has cataloged on OCLC since 1990, and converted to an online catalog (Innovative Interfaces, Inc.) beginning in 1997; a small amount of retrospective conversion remains to be done.

**Qualifications:** Required: MLS from ALA-accredited school; undergraduate degree in music or the equivalent; at least three years of cataloging experience; basic knowledge of European languages. Preferred: Experience with Innopac (Innovative Interfaces, Inc.); knowledge of jazz; interest in the general humanities.

**Salary & Benefits:** Competitive salary; individual health coverage; TIAA/CREF retirement plan; standard vacation benefits.

**Deadline:** Until filled.

**Application:** Send or e-mail letter of application, current résumé, and three references (names, addresses, and telephone numbers) to: Peter Caleb, Head Librarian, The Manhattan School of Music, <http://www.nypl.org/sic>, 120 Claremont Avenue, New York, NY 10027; [pcaleb@msmny.edu](mailto:pcaleb@msmny.edu). The Manhattan School of Music is an AA/EOE employer.

The **NEW YORK PUBLIC LIBRARY** , New York, New York, is looking for an **Assistant Director for Administrative and Access Services** for The New York Public Library for the Performing Arts.

**Description:** The New York Public Library seeks a dynamic individual to serve as the Assistant Director for Administrative and Access Services for The New York Public Library for the Performing Arts. You will develop, implement and coordinate administrative support for internal units, management procedures, facility operations and staffing. In this role, you will also assist with the management of fiscal operations including budget preparation and control and serve as liaison to service organizations in the performing arts.

**Qualifications:** Requirements include an ALA-accredited MLS degree and excellent analytical, organizational, problem-solving and diplomatic skills. Candidates should have a broad knowledge and understanding of the role of The New York Public Library for the Performing Arts.

**Application:** Please visit us at [www.nypl.org](http://www.nypl.org) for a complete job description and instructions on how to apply.

The **NEW YORK PUBLIC LIBRARY** FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT , New York, New York, is looking for an Assistant Project Manager.

Description: Under the direction of the Project Manager and in collaboration with other NYPL staff, coordinates a 7-year project to process uncataloged archival, audio/visual and other non-book collections in the Library for the Performing Arts. Develops standards for archival finding aids, EAD-encoded finding aids, and non-book cataloging records, including collection level records. Implements systems for the automation of the encoding of finding aids and creation of collection level records. Implements interface for the online delivery and searching of encoded finding aids. Implements methods and workflow for integrating existing catalog records in print and electronic form into existing or newly developed library access tools. Develops file management system and manages files as they are produced by project staff. Assists the Project Manager with the interviewing, hiring and training of staff. Coordinates and manages workflow, schedules team assignments for archival processing and cataloging of audio/visual materials, scores, photographs, etc. Oversees all cataloging and processing, addressing bibliographic control and technical issues arising over the course of the project. Performs related duties as required.

Requirements: ALA accredited Master's degree in Library Science and substantial experience with specials collections cataloging and archival processing in a research library. Demonstrated knowledge of MARC AMC, APPM, EAD, LC classification, AACR2 and other metadata standards. Demonstrated knowledge of archival processing standards. Successfully demonstrated experience with basic software applications, including MS Word, Excel and Access. Demonstrated experience in the application of library automation, including experience with RLIN and/or OCLC. Familiarity with the issues surrounding the encoding, delivery and searching of structured documents and metadata management. Demonstrated ability to oversee progress of a large project staff, including supervising and training. Excellent interpersonal, verbal and written communication skills.

Salary: Starting salary low \$50Ks.

Application: Please send résumé and cover letter, including salary requirements to: The New York Public Library, HR Dept. Code: AG-WAPM, 188 Madison Avenue, 5th Floor, New York, NY 10016. Email: [hrd@nypl.org](mailto:hrd@nypl.org). Website: <http://www.nypl.org>. An Equal Opportunity Employer. Only candidates selected for further consideration will be contacted.

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The **NEW YORK PUBLIC LIBRARY** FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT , New York, New York, is looking for a **Specialist II**.

Description: Under the supervision of the Librarian III, is responsible for the arrangement and description of unprocessed dance, music, theatre or recorded sound collections held by the Library for the Performing Arts, including organization of materials, re-housing and other basic preservation measures, and the preparation of finding aids in accordance with local and national standards. Proofreads records; writes scope, historical and series notes for finding aids; encodes bibliographic data for input to online catalogs. Produces MARC AMC collection records. Trains, plans and oversees the work of library technical assistant(s), including the review of authority work. Performs related duties as required.

Requirements: The New York Public Library for the Performing Arts is mounting a 7-year project to process, catalog and provide finding aids for many of its archival and media collections. Types of materials we will process include sound recordings in many formats, photographs, negatives, slides, musical scores, film, videos, manuscripts, correspondence, set and costume designs. Master's degree in a performance art, such as dance, theatre or music; or an ALA accredited Master's degree in Library Science. Nine months professional cataloging experience, including original cataloging. Demonstrated ability to apply standard archival techniques in the appraisal, arrangement and description of archival records. Successfully demonstrated ability to work in a computer-cataloging environment utilizing RLIN, OCLC and/or CATNYP. Demonstrated experience with basic software applications including MS Word and Excel. Demonstrated knowledge of the handling and cataloging of archival and/or photographic materials. Excellent organization skills. Excellent verbal and written communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Knowledge of performing arts reference materials preferred. Supervisory and training experience preferred.

Application: Please see Employment Opportunities on our website at [www.nypl.org](http://www.nypl.org) for more information on this dynamic project. NYPL is an equal opportunity employer.

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The **NEW YORK PUBLIC LIBRARY** FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT (MUSIC) , New York, New York, is looking for a Specialist II (or Specialist I on a training basis).

Description: Under the daily supervision of the Librarian III, is responsible for the arrangement and description of archival collections held by the Library for the Performing Arts Music Division. Performs original and/or copy cataloging in RLIN, OCLC and/or local databases. Writes and encodes finding aids for the internet, in accordance with local and national standards. Produces MARC-AMC collection level records in accordance with local and national standards. Creates authority records for personal names and corporate entities not found in the Library of Congress Name Authority File. Trains, plans and oversees the work of library technical assistant(s). Identifies conservation needs. Consults, as needed, with appropriate NYPL archival, conservation and cataloging staff. Performs related duties as required.

Requirements: The New York Public Library for the Performing Arts is mounting a 7-year project to process, catalog and provide finding aids for many of its archival and media collections. Types of materials we will process include sound recordings in many formats, photographs, negatives, slides, musical scores, film, videos, manuscripts, correspondence, set and costume designs. Master's degree in Music or related subject area; or Master's degree and an equivalent combination of undergraduate music education and relevant work experience. Successfully demonstrated professional cataloging or archival experience. Demonstrated ability to read musical notation and knowledge of music-related reference materials. Successfully demonstrated ability to work in a computer-cataloging environment utilizing RLIN, OCLC and/or CATNYP. Demonstrated ability to follow detailed written and verbal instructions and work effectively with staff at all levels. Excellent organizational, written and verbal communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Familiarity with basic software applications, including MS Word, Access and Excel. Knowledge of and experience with AACR2, MARC formats, LC subject headings, LC cataloging policies and practices preferred. Experience with MARC-AMC and Encoded Archival Description using Xmetal preferred. Demonstrated ability to apply standard archival techniques in the appraisal, arrangement and description of archival records, including the creation of finding aids preferred. Supervisory and training experience preferred.

Application: Please see Employment Opportunities on our website at [www.nypl.org](http://www.nypl.org) for more information on this dynamic project. NYPL is an equal opportunity employer.

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The **NEW YORK PUBLIC LIBRARY** FOR THE PERFORMING ARTS/PERFORMING ARTS PROCESSING PROJECT (RECORDED SOUND) , New York, New York, is looking for a **Librarian II** (or Librarian I on a training basis).

Description: Under the daily supervision of the Librarian III, is responsible for the cataloging of commercial and non-commercial sound recordings held by the Library for the Performing Arts, Rodgers & Hammerstein Archives of Recorded Sound. Performs original and/or copy cataloging in RLIN, OCLC and/or local databases. Writes and encodes finding aids for the internet, in accordance with local and national standards. Produces MARC-AMC collection level records in accordance with local and national standards. Creates authority records for personal names and corporate entities not found in the Library of Congress Name Authority File. Performs quality control checks on catalog records created by other institutions. Trains, plans and oversees the work of library technical assistant(s). Identifies conservation needs. Consults, as needed, with appropriate NYPL archival, conservation and cataloging staff. Performs related duties as required.

Requirements: The New York Public Library for the Performing Arts is mounting a 7-year project to process, catalog and provide finding aids for many of its archival and media collections. Types of materials we will process include sound recordings in many formats, photographs, negatives, slides, musical scores, film, videos, manuscripts, correspondence, set and costume designs. ALA accredited Master's degree in Library and Information Studies. Undergraduate degree in music or music history preferred. Successfully demonstrated professional cataloging or archival experience. Successfully demonstrated knowledge of and experience with AACR2, MARC formats, LC subject headings, LC cataloging policies and practices. Successfully demonstrated ability to work in a computer-cataloging environment utilizing RLIN, OCLC and/or CATNYP. Demonstrated ability to read musical notation. Demonstrated ability to follow detailed written and verbal instructions and work effectively with staff at all levels. Excellent organizational, written and verbal communication skills. Demonstrated initiative, accuracy, attention to detail, judgment and ability to work independently and collaboratively in a team environment. Familiarity with basic software applications, including MS Word, Access and Excel. Knowledge of the handling and cataloging of sound recordings, including original cataloging, preferred. Knowledge of sound recording-related reference materials preferred. Experience with MARC-AMC and Encoded Archival Description using Xmetal preferred. Ability to apply standard archival techniques in the appraisal, arrangement and description of archival records, including the creation of finding aids preferred. Supervisory and training experience preferred.

Application: Please see Employment Opportunities on our website at [www.nypl.org](http://www.nypl.org) for more information on this dynamic project. NYPL is an equal opportunity employer.

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The **NEW YORK PUBLIC LIBRARY** FOR THE PERFORMING ARTS/RODGERS AND HAMMERSTEIN ARCHIVES OF RECORDED SOUND , New York, New York, is looking for a **Librarian II** (or Librarian I on a training basis).

Description: Under the direction of the Chief Cataloger, catalogs and processes archival collections of non-commercial sound recordings. Catalogs collections in the RLIN AMC files and enters bibliographic and preservation information into a local database using Advanced Revelation database management software. Encodes collections in EAD so that digital finding aids can be produced on the library's homepage. Works closely with digital library staff to produce our online finding aids and to create hot links to these finding aids in CATNYP. Supervises one data entry/processing assistant. Advises sound preservation staff on bibliographic documentation requirements. Works with Research Libraries Information Systems Analyst to maintain and further develop database. Represents division on NYPL committees dealing with archival processing. Assumes reference duties at the public reference desk, by telephone, e-mail, regular mail and fax. Performs related duties as required.

Requirements: ALA accredited Master's degree in Library and Information Studies. Undergraduate or graduate degree in music or substantial relevant experience in music or the performing arts. Successfully demonstrated ability to read bibliographic citations in at least two foreign languages, preferably a romance language and German. Demonstrated professional experience cataloging sound recordings or music materials into a bibliographic utility using the MARC format. Demonstrated ability to deal tactfully and effectively with staff and the public, and to work independently with minimal supervision and revision of cataloging. Experience with archival processing and the RLIN database (Manuscripts - AMC file) preferred. Working knowledge of SGML and EAD preferred. Public service and supervisory experience preferred. Knowledge of sound recording history and technology preferred.

Application: Please see Employment Opportunities on our website at [www.nypl.org](http://www.nypl.org) for more information. NYPL is an equal opportunity employer.

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A library in PHILADELPHIA, PENNSYLVANIA is looking for a **Music Cataloger**.

Description: MUSIC CATALOGER - Temporary on-site at a Philadelphia university. Flexible hours - between 15 & 30/week until project complete.

Qualifications: Must have experience in music cataloging, copy and original, using OCLC.

Application: Please contact: Nancy Fisher, The Library Co-Op, Inc., (800) 654-6275, FAX (732) 906-3562, [info@thelibraryco-op.com](mailto:info@thelibraryco-op.com).

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**RUTGERS UNIVERSITY** , New Brunswick, New Jersey, is looking for a **Music/Performing Arts Librarian**.

Responsibilities: Rutgers University Libraries seek an experienced, creative, and energetic professional to be the primary collection development, reference, instruction, and liaison librarian for Music and the Performing Arts on the New Brunswick campus. The successful candidate will work closely with outstanding librarians and with the distinguished teaching, research, and performance faculty of the Mason Gross School of the Arts. The candidate will also participate in a complete redesign of the existing library-funded by the university's capital campaign-to provide better support for music and the performing arts. Reporting to the Director of the New Brunswick Libraries, the candidate is expected to provide leadership in digital library initiatives, effectively manage projects related to music and the performing arts, and develop creative partnerships in order to expand and enhance the library's services

to faculty, students, and the wider research community. Staff support for the Music Library is provided by Central Technical and Automated Services (acquisitions, cataloging, systems), New Brunswick Collection Services (serials management), New Brunswick Multimedia Services, New Brunswick Access Services, and the Scholarly Communication Center (digital projects). This is a faculty position, requiring research and publications, grant proposal writing, and leadership in professional associations. It is an ideal opportunity for a librarian with vision and initiative.

Qualifications: ALA accredited MLS and a minimum of five years of relevant experience in a research library, especially in collection development, are required. Advanced degree in Music and proficiency in European languages are highly desirable, as is a commitment to working closely with faculty and students in other disciplines within the Performing Arts, especially Theater and Dance. Skills and interest in the application of information technology, including audio/text/imaging, and a familiarity with metadata standards are preferable. Must possess excellent communication and interpersonal skills and the ability to work independently as well as collegially in a team-oriented environment. Non-U.S. citizens must be authorized to work in the U.S.

Salary, Rank & Benefits: Salary and rank will be commensurate with qualifications and experience. Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

Library Profile: The Rutgers University Libraries (RUL), comprising libraries on three major campuses in Camden, Newark, and New Brunswick, operate as a unified system with coordinated public and technical services and collection development. Library holdings include nearly 3 million monographs, 22,000 current serial subscriptions, and extensive digital resources, including more than 100 databases. The libraries have 304 staff and a budget of \$21 million. The unified library system has positioned itself in the forefront of scholarly communication in the digital era. The Blanche and Irving Laurie Music Library is located within the Douglass Library building, adjacent to the Mason Gross School of the Arts and its concert halls and theaters. The Music Library budget is significantly enhanced by a generous endowment from the Blanche and Irving Laurie Foundation. The Library supports the first-rate programs of the Mason Gross School of the Arts and related programs on the university's three campuses. As the Mason Gross School continues to strengthen its performing arts curriculum, the Music Library, a research and teaching collection already rich in size and quality, is poised to become one of the top ranking research libraries for music and the performing arts. For more information, please check the RUL website: <http://www.libraries.rutgers.edu> and the Mason Gross School of the Arts web site: <http://mgsa.rutgers.edu/>.

Deadline: Résumés received no later than January 10, 2003 will receive first consideration.

Application: Submit résumé, cover letter, and names of three references to: Sandra Troy (APP.159), University Libraries Human Resources Manager, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: [rulhr@rci.rutgers.edu](mailto:rulhr@rci.rutgers.edu). FAX: (732) 932-7637.

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**SOUTHERN METHODIST UNIVERSITY**, Dallas, Texas, is looking for a **Librarian I or II** (Music, Theatre, and Dance Librarian).

Description: Primary professional resource for library users in the music, theatre, and dance areas of the curriculum; provides reference assistance, teaches user education classes, makes collection

development decisions, and works closely with faculty and students in all the arts. Collaborates with others in regard to access and processing of collections; may supervise students. Works in a team environment across service boundaries.

Qualifications: Required: MLS (or equivalent) from an ALA-accredited program. Applicants expecting degree completion by January 2003 will receive consideration. Knowledge or experience with library technology. Preferred: Bachelor's or Master's degree in music, theatre, or dance; knowledge of one or more of the following languages: French, German, Spanish, or Italian; one or more years of work experience in an academic library (non-professional experience acceptable) or archive; ability to read music. Candidates must demonstrate strong verbal and written communication skills, with the ability to work effectively with faculty, staff, and students.

Salary, Rank & Benefits: \$32,000 minimum. Appointment will be at the rank of Librarian I or Librarian II, depending upon qualifications and experience. SMU offers a comprehensive benefits package including retirement plan with immediate vesting and tuition benefits for employees and their families.

Deadline: Applications must be postmarked by November 30, 2002.

Application: For a complete position description, see: <http://www.smu.edu/~cul>. Please use our Résumé Builder to apply or submit résumé and cover letter to: Search Committee, 051246, PO Box 750232, Dallas, TX 75275-0232. SMU is an AA/EOE/Title IX employer.

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**SOUTHWEST MISSOURI STATE UNIVERSITY**, Springfield, Missouri, is looking for a **Head of Music Library, Assistant Professor, Tenure Track**.

Responsibilities: SMSU Libraries seeks a Music Librarian to head the Music Library. The Music Library supports the Music Department which has dynamic programs in performance, music education, theory/composition, musical theatre, and electronic arts. The Head of the Music Library works in collaboration with other library department heads, librarians, and staff and with faculty in the Music Department. Supervises 2 full-time staff and 10-20 student assistants. The Music Library includes books, periodicals, scores, electronic resources and an Audiovisual Lab. In collaboration with the Music Department's Library Representative, is responsible for collection development for all types/formats of materials including books, periodicals, scores, CD's and audiovisuals. Provides reference, circulation and bibliographic instruction services; works to develop a library presence in the Music Department; and pursues ways to support faculty teaching and research at both undergraduate and graduate levels. Works with Library and College Development Officers on activities in support of the Music Library. Coordinates with the Music Cataloger. Teaches credit courses in Library Science and/or Music programs. Must meet Department of Library Science faculty requirements for librarianship & teaching, scholarship & research, and university & community service. Reports to the Dean of Library Services.

Qualifications: Required: ALA-MLS; in-depth and wide-ranging knowledge of music, music education, music history, and theory/composition at both undergraduate and graduate levels; knowledge of current and emerging trends in music librarianship; creative problem-solving skills. Experience in a Music Library, working knowledge of traditional and online resources for music; excellent communication skills, both written and oral. Reading ability in German, French or Italian with German preferred. Preferred: Experience with Innovative Interfaces, Inc. library management system. Music degree. Successful experience with grants and other outside funding sources. Classroom teaching experience.



SMSU Libraries: The SMSU Libraries contain over 1.6 million items consisting of 771,382 volumes, 886,726 documents, over 4,593 serials, 184,000 maps, significant audio-visual, curriculum, and microform collections, and a wide range of Internet, Web, and networked and stand-alone CD-ROM products, including special resources to support music. A staff of 28 librarians and 36 support staff serve the needs of the university community. The library is using the Innovative Interfaces (III) automated library system and is part of the MOBIUS consortium of Missouri academic libraries. In the summer of 2002, the Libraries completed a major expansion and renovation project of its main library which incorporates state-of-the-art technology. A plan for the renovation and expansion of Ellis Hall where the Music Library is housed has been developed in a collaborative effort between the Music faculty and Library faculty. For more information about the Libraries see: <http://library.smsu.edu>.

SMSU University & Curriculum: Southwest Missouri State University is a three-campus metropolitan university whose single purpose is to develop educated persons while focusing on five themes: professional education, health care, business and economic development, and performing arts, with a statewide mission in public affairs. The University perceives the educated person to be literate in the broadest sense, have an understanding of citizenship and public issues, and have an ability to solve problems in an informed manner. The educated person has the capacity to learn throughout life, and to cultivate this the University is committed to sound general education, active faculty development in the excellence of teaching, well structured academic discipline programs, and ongoing assessment for continual improvement and enhancement of its mission. More at <http://www.smsu.edu/acadaff/>.

Springfield, Missouri: Located in the heart of the Ozarks, Springfield is Missouri's third largest city with a metropolitan area population approaching 309,000. Great schools, top-notch entertainment, superior health care facilities, active arts organizations, and a caring community attract new residents and visitors alike. The area's average cost of living is refreshingly low--about 8 to 10 percent below the national average. Competitive utility and housing costs and property taxes offer a quality of life that is better and much less expensive than those in most parts of the country. The job market is robust with health care, manufacturing, education, retail, and small business contributing to Springfield's healthy economy. The city boasts an array of family-oriented museums, attractions, and events; in addition, it is less than an hour's drive away from Branson-America's live music show capital and home to Silver Dollar City and Table Rock Lake. The Springfield/Branson area also offers a wealth of outdoor experiences, especially for those who enjoy golfing, hiking, boating, or fishing.

Salary & Benefits: Minimum \$35,000 for nine months. Summer appointment usually available at up to one-fifth additional salary. Tenure track faculty appointment as Assistant Professor in the Southwest Missouri State University Department of Library Science. Comprehensive insurance including health, dental and life; state retirement; tuition benefits.

Deadline: Applications received by November 4, 2002 will be given first consideration. Available January 2003.

Application: Send letter of application addressing interest in and ideas about the position responsibilities, in addition to résumé, transcripts, and three (3) letters of reference to: Neosha A. Mackey, Chair Search Committee, Duane G. Meyer Library 901 S. National Avenue, Southwest Missouri State University, Springfield, MO 65804-0095. Southwest Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty,

staff, and students. In addition, in accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Southwest Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to: Jana Estagard, Equal Opportunity Officer, Office of Human Resources, Carrington Hall 128, 901 South National, Springfield, Missouri 65804, (417) 836-4252.

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**SOUTHWEST TEXAS STATE UNIVERSITY**, San Marcos, Texas, is looking for a **Music Librarian**, School of Music.

Music Resource Center: Located in the Music Building, the MRC includes scores, recordings, music reference collection, listening facilities, music software and videos. The School of Music is very active, NASM accredited, with approximately 400 majors and large enrollments in non-major music classes. Degrees offered are the Bachelor of Music in Music Education, Performance, Sound Recording Technology, Jazz Studies, and the Bachelor of Arts. Graduate degrees are the Master of Music in Music Education, Performance, Conducting, History/Literature, Composition, Theory, and Kodaly Pedagogy.

General Information: Established in 1899, the enrollment at Southwest Texas State University is over 25,000. SWT is located in the city of San Marcos on the eastern edge of the scenic Texas Hill Country, 30 miles south of Austin and 48 miles north of San Antonio.

Duties: Oversee the day-to-day and long-term operations of the Music Resource Center; hire and supervise the work of student assistants; establish goals and priorities and coordinate collection development for all music materials, and serve as liaison with technical & public services librarians; handle music reference questions and provide bibliographic instruction and catalog maintenance; perform other duties involved with the general operation of the MRC; possibly assume additional responsibilities as assigned such as teaching one class per semester, such as music history, literature or theory.

Qualifications: Required: A master's degree in library science from an ALA accredited library school. Skill in good communication. Ability to relate well to music faculty, students, and MRC staff. Preferred: Previous professional work experience in a music library desirable. A degree in music.

Salary & Benefits: \$2,674.00-\$2,853.00 monthly. Insurance benefits package, choice of retirement programs; no state or local income taxes.

Deadline: Review of applications will begin October 25, 2002, and will continue until the position is filled.

Application: Job Number: 077. For consideration, please submit a résumé including names, addresses, and phone numbers of three references and the required SWT employment application form to the Human Resources Office. To be considered for employment a completed SWT application must be received by Human Resources. For an application, call (512) 245-2557, visit our web site ([www.vpfss.swt.edu/personnel/employ.htm](http://www.vpfss.swt.edu/personnel/employ.htm)), or come by SWT Human Resources, J.C. Kellam Bldg.,

Suite 340, 601 University Dr., San Marcos, TX 78666. Résumés alone will not be accepted. SWT is an equal opportunity educational institution and does not discriminate on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicaps, or status as a disabled or Vietnam era veteran. SWT is committed to increasing the number of women and minorities in administrative and professional positions.

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**STANFORD UNIVERSITY**, Stanford, California, is looking for a **William R. Moran Curator** for the Archive of Recorded Sound.

Description: Responsible to Head Librarian, Music Library. The William R. Moran Curator for the Archive of Recorded Sound administers and directs programs, including public services, collection development, bibliographic instruction, technical services, preservation, and development for the Archive of Recorded Sound. The Curator also represents the Archive on the Humanities and Areas Studies Group management team responsible for humanities and area studies in the Stanford University Libraries. In addition to advanced subject expertise in the history and technology of sound recording, the Curator must have proven managerial ability and be capable of contributing to the programs and projects of the Libraries in general as well as to the university.

Responsibilities: Defines and implements goals, policies, and services of the Archive of Recorded Sound in accordance with Stanford University Libraries and Academic Information Resources (SUL/AIR) policies. Manages and evaluates the work of the Archive staff. Develops and manages Archive collections to meet Music Department and other university programmatic needs. Cooperates and collaborates with other SUL curators and selectors to assure coverage of interdisciplinary areas and appropriate treatment of archival sound media. Supervises and provides research, reference, and information services in the Archive using both automated and traditional bibliographic and discographic resources. Provides bibliographic instruction in the use of archival materials and reference sources as needed and appropriate. Maintains close contact with the faculty in the Music Department and other departments as appropriate to assure that the Archive collections and services fulfill and anticipate programmatic and research needs. Plans, initiates, and supervises the Archive's collection preservation program. Keeps abreast of current preservation issues and technologies. Advises the SUL Preservation Department on the preservation of archival sound formats and equipment. Stays abreast of current developments in archival practice and theory, particularly with respect to archival sound collections, through active participation in appropriate professional organizations. Represents the Archive in the Humanities and Areas Studies Resource Group and contributes to that group's planning, policy and process. Contributes as appropriate to projects, programs and services of the Humanities and Area Studies Resource Center. Serves on Library committees and manages library projects as appropriate or assigned. Formulates and coordinates the Archive's development and public relations program, working closely with the Library Development Officer and the Associate University Librarian for Collections and Services. Encourages and cultivates close relations with donors of funds and materials relating to the Archive's collections. Initiates and supervises appropriate outreach and fundraising efforts.

Qualifications: Substantial knowledge of and experience in academic or research libraries and the university research environment are required. MLS from an ALA-accredited library school, accreditation in archival management, or the equivalent in training and experience is required. Graduate training in music, musicology or a related field is highly desirable. Advanced knowledge of archival management, the history and technology of sound recording and playback, and the recording industry is required. Demonstrated professional accomplishments relevant to the responsibilities of this position are

required. These may include scholarly publications, teaching experience, and library-related publications and presentation. Demonstrated supervisory capacity is required. Demonstrated capacity to work effectively and collegially with library and academic information resources staff as well as with faculty and students is required. Ability to perform effectively in and contribute successfully to a diverse, multicultural workplace environment is also required. Evidence of the ability to communicate effectively, both orally and in writing, is required. Reading knowledge of at least one Western European language is highly desirable. Experience with current technology and information systems is required.

Archive Environment: The libraries of Stanford University consist of roughly seven million volumes and over 500 staff members and include the University Libraries and five "coordinate" (school or institution) libraries. The Stanford University Libraries consist of a main research library (Green Library) and eleven research branch libraries serving the sciences, social sciences, and humanities. Located in the Braun Music Center, the Archive of Recorded Sound was one of the first major collections devoted to the acquisition, preservation, and dissemination of historically and artistically significant sound recordings at an educational institution. The Archive houses more than 250,000 recordings and 6,000 prints and manuscript items. Recording formats include wax cylinders, shellac and vinyl discs, acetate and aluminum transcription discs, tapes, and digital recordings of various types. The Archive also maintains an extensive reference collection of books and periodicals on the history and development of the sound recording industry and its major figures. While the Archive's primary user community is the Department of Music, it also serves a variety of other Stanford programs and departments and welcomes researchers from across the nation and abroad.

Salary & Benefits: Compensation will be based on relevant qualifications and experience.

Deadline: Open until appointment is made.

Application: Applicants should supply with their cover letter, a complete statement of their qualifications, a full résumé of their education and relevant experience, and the names and addresses of three references who have knowledge of their professional qualifications for this position. Letters and documents should refer to Position #90 and be addressed to: Carol Olsen, Director of Human Resources, Stanford University Libraries, Stanford University, Stanford, CA 94305-3090. Stanford is committed to the principles of diversity and encourages applications from women, members of ethnic minorities, and individuals with disabilities.

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**SYRACUSE UNIVERSITY** , Syracuse, New York, is looking for a **Head, Fine Arts Department, Library**.

Description: Syracuse University Library (SUL) seeks a versatile, energetic leader and manager to direct the Fine Arts Department in the provision and continuous improvement of public services, collection development, and digital initiatives in art, architecture, music, and related disciplines. The head of the Fine Arts department plans, develops, implements, and administers programs and services that support the University's academic and research activities. The Fine Arts Department is one of five departments and programs within the Research and Information Services Division. Located within E.S. Bird Library, the largest of five SUL libraries and branches, the Fine Arts Department includes fine arts reference, research assistance, and instructional services; a fine arts limited circulation collection; a music recordings collection and music listening area; a 400,000-piece slide collection; and the Architecture Reading Room (ARR) located in the School of Architecture.

**Primary Duties & Responsibilities:** Provide leadership, vision, and initiative for the planning, delivery and ongoing assessment of Fine Arts Department programs and services, including digital initiatives, within the framework of the Library's strategic plan. Manage the Fine Arts Department's operations, exercising sound judgment to delegate operational authority and responsibility as needed; manage a staff of 3 (2.5 FTE) librarians, 1 exempt supervisor, and 6 bargaining unit employees; directly train, supervise, and evaluate librarians and exempt staff; prepare and manage departmental operating budget. Actively participate in the management and leadership of the Library through service on the Library Cabinet, Public Service Department Heads, and Research and Information Services Division Management Team; work collaboratively with individuals and Library teams and committees to achieve departmental and Library goals. Ensure the readiness of departmental staff to embrace ongoing change by their regular participation in relevant training and staff development opportunities. Develop, implement, and document departmental policies and procedures that are consistent with Library and University protocols and that support the mission and purpose of the Library. Foster positive relations with faculty through visible and proactive outreach activities. Contribute to reference, research assistance, and library instruction services in fine arts, including evening and weekend desk shifts and instruction events. Provide collection development and faculty liaison services for the slide collection, in consultation with relevant subject specialists, the Head of Media Services, and the Slide Collection Supervisor. Provide leadership in developing effective protocols for the organization of and access to the Slide Collection (and digital image collections as appropriate) including implementation of appropriate database and/or library automation system. Oversee the creation of written and electronic informational and instructional materials regarding the Fine Arts Department's collections and services. Maintain appropriate professional contacts in librarianship, and in fine arts and visual resources, through participation in professional organizations and other national arenas.

**Required Qualifications:** ALA- accredited MLS or an equivalent combination of education and experience; Demonstrated planning, supervisory, and management skills; AND the best combination of the following: Proven success in supervising, leading, and evaluating full-time staff; Strong commitment to user services and demonstrated success providing high quality reference services in a Fine Arts discipline; Academic background or equivalent work experience in Fine Arts; Demonstrated ability to successfully interact with library users at all academic levels in reference, collection development, instructional, and faculty liaison capacities; Experience supervising librarians; Excellent interpersonal skills, and ability to work cooperatively in a demanding and rapidly-changing environment; Effective oral and written communication skills; Demonstrated leadership skills, and ability to develop and lead effective teams and work groups; Creativity and innovative thinking; Analytical, problem solving, and planning ability and effective organizational and time management skills; Demonstrated ability to promote the Library's services to the university community; Demonstrated competence with current digital technology and potential to acquire skill with new digital technologies; Knowledge of emerging trends in librarianship, particularly in Fine Arts and Architecture; Experience building print and electronic collections; Commitment to providing responsive and innovative services to a culturally and racially diverse campus; Advanced degree in a Fine Arts or related field; Evidence of professional/scholarly activity.

**Salary & Benefits:** Minimum salary \$52,000. The University's generous benefits package includes an 11% contribution to TIAA/CREF, health and dental plans, tuition remission, adoption assistance, insurance, and other work/life options and benefits.

**Deadline:** Applications received by October 31, 2002 will receive first consideration.

Application: To complete an online application through the Internet, please go to: <http://www.sujobopps.com>. Applicants should attach both a cover letter and résumé with the application and include names of three references.

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The **UNIVERSITY OF AKRON** , Akron, Ohio, is looking for a **Performing Arts Librarian**.

Description: The University Libraries at the University of Akron is seeking an innovative, dynamic professional to join its faculty as a Performing Arts Librarian. Responsibilities include collection development and liaison activity for the faculty and students of schools of performing arts; regular service on the reference desk, including some evening/weekend hours; specialized reference assistance in the performing arts; subject-focused class presentations; participation in library information competence efforts; building web-based subject guides and special collections resources.

Required Qualifications: Accredited MLS; academic library experience; good written and oral communication skills; strong service ethic; knowledge of print, electronic, and media resources in music, dance, and theater; commitment to scholarship and ongoing professional development needed to meet the University Libraries' requirements for faculty retention and tenure.

Preferred Qualifications: Advanced degree in music; experience with web-resource development; experience with Finale or similar software; professional development activities in appropriate areas for the position, which may include a performance background; public service experience in a library setting; instructional experience, especially bibliographic instruction.

Environment: The University of Akron is the public research university for Northern Ohio. Founded in 1870, it serves approximately 24,300 students and offers more than 350 degree programs, from associate through doctoral. UA offers programs at its metropolitan main campus, its Wayne College regional campus in Orrville, and sites throughout Medina and Summit counties. For more information, visit [www.uakron.edu](http://www.uakron.edu).

Salary & Benefits: This is a 12 month tenure track position. Salary appropriate to qualifications; minimum \$35,000. A generous standard benefits package (including medical, dental and disability insurance) and 22 days vacation.

Deadline: Review of applications will begin December 15, 2002.

Application: Please submit letter of application, résumé and names, addresses and e-mail addresses of three references to: Dr. Delmus Williams, Dean, University Libraries, Bierce Library, The University of Akron, Akron, OH 44325-1701.

The **UNIVERSITY OF PENNSYLVANIA** , Philadelphia, Pennsylvania, is looking for a Head, Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center.

Description: The University of Pennsylvania Library is seeking a dynamic, creative librarian to lead an outstanding music library. The librarian will develop and manage the music collections and provide reference, outreach, and instructional services to the University of Pennsylvania music community. The Otto E. Albrecht Music Library and Eugene Ormandy Music and Media Center are located in the Van Pelt Dietrich Library Center and this position reports to the Assistant Director for Research and Instructional

Services. The Otto E. Albrecht Music Library, which holds over 106,000 volumes of books, music, periodicals, and microforms, and 40,000 recordings, includes the recently-renovated Eugene Ormandy Music and Media Center, a state-of-the-art facility that houses and provides service for use of the Library's audio and video collections. The Library's rich collections of rare printed and manuscript music are housed in Penn's Rare Book and Manuscript Library and include a wealth of materials that document the history of music in Philadelphia, as well as the papers and music collections of Alma Mahler-Werfel, Marian Anderson, Eugene Ormandy, and Leopold Stokowski. The Penn Library has a collection of over 5 million volumes, 39,000 print journal subscriptions, 4,700 electronic journals, and over 190 networked databases. Penn is a fully networked campus and is aggressively experimenting with and adopting new technology in research and teaching, including courseware support. In addition to increasing its print collections, Penn is working to build a digital library through a series of innovative projects and partnerships.

Duties & Responsibilities: Manages and develops the Otto E. Albrecht Music Library to support teaching and research at Penn including collection development of all music materials, reference and instructional services, and the acquisitions, cataloging, and processing of scores, sound recordings and videos. Leads, supervises, and evaluates 1 professional librarian and 3.5 FTE support staff. Develops digital resources and appropriate content for the Library's website. Serves as the liaison to the Music Department, which offers graduate programs in historical musicology, music theory, composition, and the anthropology of music, and as a resource for music to the Penn and Philadelphia communities. Actively participates in Library-wide public service initiatives and works collaboratively with colleagues in Research and Instructional Services. Works closely with the Library's Rare Book and Manuscript Library in developing collections and curating exhibits, and works as appropriate with the Library's Development Office. Stays abreast of current developments in music through active participation in professional organizations.

Qualifications: Required: MLS from an ALA accredited library school or equivalent in experience, training and practice; advanced graduate work in the study of music; excellent oral and written communication skills; strong managerial skills; supervisory and planning experience; strong public service orientation; demonstrated initiative and ability to work both independently and collegially; a reading knowledge of at least one modern European language; a minimum of three years professional experience in an academic music library. Desirable: Teaching experience; knowledge of and experience with digital technologies.

Rank & Salary: Commensurate with experience.

Application: Submit a cover letter, résumé & the names of three references to: Mr. Robert Eash, Library Human Resources Officer, University of Pennsylvania Library, 3420 Walnut St., Philadelphia, PA 19104-6206 (or e-mail to: reash@pobox.upenn.edu). AA/EOE.

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A library in WASHINGTON, D.C. is looking for a **Music Librarian/Consultant**.

Description: Library Associates is seeking an experienced librarian to work with original and copy cataloging of musical scores in braille and large-print formats, music magazines and books about music and musicians- all in braille or large-print. In addition, the appropriate candidate must have music knowledge and be able to serve in a readers' advisory and reference capacity. Questions will be answered via the web, phone, email or regular mail from a national and international clientele. In

addition, there will be regular special projects involving weeding, shelf-reading and reorganization of the collection. Additional projects may involve editing or contributing to web-based content. Location of this position is Washington D.C.

Qualifications: Master's degree in Information/Library Science; Excellent interpersonal skills and a strong commitment to public service; Demonstrated knowledge of music, music theory, or music literature; Demonstrated ability to achieve benchmarks, meet timelines and produce deliverables in a professional and accurate manner; Cataloging experience. Especially desirable - any knowledge of or experience in working with braille or with the blind, partially sighted and physically handicapped.

Salary & Benefits: This is a long term contract position. Library Associates provides a full slate of benefits, including insurance, 401K, vacations and sick leave for all contract employees who are on assignments that exceed 90 days. Salary is commensurate with experience, but highly competitive salary.

Deadline: Position is available in mid-November- please apply now. Interviews will be conducted via phone and in person in Washington D.C.

Application: CONTACT: Hal Brown or Joanne Schwarz: jobs@libraryassociates.com. (310) 289-1067 or (800) 987-6794. FAX (310) 289-9635. Library Associates, 8845 W. Olympic Blvd, Suite 100, Beverly Hills, CA 90211.

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The **BOSTON PUBLIC LIBRARY** , Boston, Massachusetts, is looking for a **Reference Librarian I** (Music Department).

Terms: This is a temporary assignment.

Qualifications: A bachelor's degree in music from a recognized college or university and a master's degree in library science from an accredited library school. Master's degree in Music History preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the educational requirements. Relevant subject knowledge required; competency in foreign languages desirable; knowledge of basic bibliographic tools and sources in the subject area; knowledge of good reference techniques; strong commitment to public service; willingness to assume responsibility and carry out assignments independently; good oral and written communication skills; ability to work well with staff and public; initiative; dependability; good judgement; tact; flexibility; courtesy.

Duties: Under supervision, and within the framework of Library policies and practices, to participate in reference service to the public. The work also includes performance of various tasks requiring the successful application of the knowledge of professional literature, bibliographic sources, and principles of information delivery and services.

Salary & Benefits: \$34,298 - \$46,298, DOE. The Boston Public Library offers a generous benefits package including up to six weeks of vacation, fifteen sick days, personal time, group health which is 90% employer paid, 100% employer paid dental/vision plan, guaranteed pension plan, deferred compensation opportunities, and professional development.

Requirements: Must be a Resident of the City of Boston upon First Day of Hire.



Application: Please send résumé and cover letter to: Boston Public Library, Attention: Human Resources, 700 Boylston Street, Boston, MA 02117. Or Fax to: (617) 266-4673. Or Email to: HR@BPL.ORG.

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**CORNELL UNIVERSITY** , Ithaca, New York, is looking for an **Assistant Music Librarian**.

Description: The Sidney Cox Library of Music and Dance at Cornell University seeks an Assistant Music Librarian to develop, catalog and administer its strong audio/visual collections including a Digital Sound Initiative; participate in the selection and bibliographic control of the collection; participate in the NACO music program; provide reference service to the patrons of the Cox Library; and provide bibliographic instruction for undergraduate courses in the Music and Dance Departments and supervise 1.5 FTE technical services support staff. Housed in its first purpose built facility, the Cox Library has an international reputation for its strong collections and outstanding service to music and dance scholars and creators. The Cox Library supports programs in musicology cast in the widest terms including ethnomusicology and theory, composition and historically informed performance practice and the work of the Dance Department.

Requirements: MLS or equivalent graduate degree and an academic music background; 4 or more years relevant work experience; foreign language skills; excellent interpersonal and communication skills and the willingness to work in a team environment; commitment to service and professional development; demonstrated music cataloging experience, including knowledge of RLIN and/or OCLC. Reading knowledge of one or more foreign languages especially German.

Desired: Advanced training in music at the Masters level; experience with emerging information technologies; and the willingness to develop these skills as the technology changes; training in NACO music authority control; familiarity with the MARC AMC format and EAD.

Salary & Rank: Salary and rank will be dependent upon qualifications and experience.

Deadline: Applications requested by January 15, 2003. Review of applications will begin immediately, and continue until the position is filled.

Application: Please send cover letter, résumé, and the names and phone numbers of three references to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, Cornell University, Ithaca, New York 14853-5301 e-mail: libhr@cornell.edu. For more information contact: Lenore Coral, Music Librarian (607) 255-7126 LFC1@cornell.edu.

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**MANSFIELD UNIVERSITY** , Mansfield, Pennsylvania, is looking for an **Information Services Librarian**.

Description: Library - Music Specialty. Mansfield University invites applications for a tenure-track Information Services Librarian position. Will provide general reference service (including evening/weekend rotation) in a team-approach environment; retrieve information using a variety of print, electronic and online resources; serve as liaison for collection development and library user instruction for Music and various Humanities disciplines, as determined by the candidate's interests and

experience. About one-fourth of daily duties committed to music librarianship. Must have additional graduate course work to be eligible for tenure.

Required: 1) M.L.S. from an ALA-accredited institution; 2) excellent written and oral communication skills; 3) demonstrated teaching ability; 4) significant knowledge of music literature; 5) evidence of computer and online searching skills; and 6) completion of a successful interview, including a 30-minute presentation.

Desired: 1) course work, degree or experience in several music disciplines; 2) appropriate work experience in an academic library; and 3) desire to be innovative and propose new ways to improve customer and information services.

Salary & Benefits: Instructor rank. Salary range begins at \$37,332 for 30-week academic year. Additional summer work possible at same salary rate. Excellent benefits:  
<http://www.mnsfld.edu/depts/resource/fac-ben.html>.

Deadline: Application review begins 1/15/03. Position open until filled.

Application: Submit letter of intent, résumé, copies of graduate/undergraduate transcripts, and names, addresses, telephone numbers of three references to: Position F-651, Human Resources Department, Alumni Hall 111, Mansfield University, Mansfield, PA 16933. A condition of employment is a complete set of official transcripts for all academic work. North Hall Library: <http://lib.mnsfld.edu/>. AA/EOE.

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The **UNIVERSITY OF MAINE**, Orono, Maine, is looking for a **Music Cataloger**.

Description: Music Cataloger. Raymond H. Fogler Library, The University of Maine, seeks a cataloger to engage in original cataloging of digitized sheet music collections as part of an IMLS grant project that will create The Maine Music Box. Responsibilities include preparing original bibliographic and metadata records for sheet music and scores. Fogler Library in partnership with the Bagaduce Music Lending Library and the Bangor Public Library will create The Maine Music Box. In this two-year IMLS award project, the libraries will design and implement an interactive, multimedia digital music library of images of scores with associated sound renditions, cover art, and lyrics. Users will be able to view, play and print scores, and manipulate music by changing the key or instrument.

Required: ALA-accredited MLS in combination with recent experience cataloging music and non-book materials. Knowledge of AACR2, LC Subject Headings, MARC formats, Dublin Core metadata standard, and with a major bibliographic utility. Excellent interpersonal, oral, and written communication skills. Ability to work independently as well as in a team environment.

Preferred: Experience cataloging music scores; reading knowledge of German and Italian languages; experience working on a digital library project.

Environment: The University of Maine is the Land Grant University and Sea Grant College for the state of Maine. It is the flagship institution of the University of Maine System, offering bachelors, masters, and doctoral degrees. The University of Maine has approximately 10,280 students and 676 faculty. The Raymond H. Fogler Library has a collection of 936,000 volumes and a staff of 25 professionals and 45

support staff. The library uses the INNOPAC integrated system and has developed Mariner, a digital library. It is a Tri-State Regional Depository and a full patent depository.

Salary & Benefits: This is a 2-year fixed-length position, with a proposed salary of \$35,000 and an excellent benefits package including TIAA-CREF.

Deadline: Review of applications will begin November 25, 2002 and will continue until the position is filled.

Application: Send letter of application, résumé, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Marilyn Lutz, Project Director, 5729 Raymond H. Fogler Library, University of Maine, Orono, ME 04469-5729. The University of Maine is an Equal Opportunity/Affirmative Action Employer.