JANUARY

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

The **CENTER FOR BLACK MUSIC RESEARCH OF COLUMBIA COLLEGE CHICAGO** offers Rockefeller Resident Fellowships, 2003-04.

The **CITY OF GLENDALE, CALIFORNIA** is looking for a Library Services Administrator (Adult Services & Brand Library and Art Center).

**LOYOLA UNIVERSITY**, New Orleans, Louisiana, is looking for a Music Library Services Coordinator.

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

**OCLC ONLINE COMPUTER LIBRARY CENTER, INC.**, Dublin, Ohio, is looking for a Cataloger (Metadata Specialist 2).

The **UNIVERSITY OF ILLINOIS**, Urbana-Champaign, Illinois, is looking for an Archivist for Music and Fine Arts.

The **UNIVERSITY OF MICHIGAN CENTER FOR AFROAMERICAN AND AFRICAN STUDIES**, Ann Arbor, Michigan, is looking for an Archivist and Director of its African Diasporas Music Collection.

The **UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL** is looking for an Electronics Technician I, Manuscripts Department.

The **UNIVERSITY OF THE ARTS**, Philadelphia, Pennsylvania, is looking for a Technical Services Librarian

FEBRUARY

**CALIFORNIA STATE UNIVERSITY, CHICO** is looking for a Reference/Humanities Librarian.

The **CITY COLLEGE OF NEW YORK**, New York, New York, is looking for a Senior College Lab Technician, Department of Music, Humanities & Arts Division, Sonic Arts Center.

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

The **NEW YORK PUBLIC LIBRARY FOR THE PERFORMING ARTS/PERFORMING ARTS ADMINISTRATION**, New York, New York, is looking for an Assistant Director for Administrative and Access Services.

**QUEENS COLLEGE/CITY UNIVERSITY OF NEW YORK**, Flushing, New York, is looking for a Music Librarian, Substitute Assistant Professor.

MARCH

The **BEETHOVEN CENTER AT SAN JOSE STATE UNIVERSITY**, San Jose, California, is looking for a Half-time Administrative Assistant.

The **LIBRARY OF CONGRESS**, Washington, D.C., is looking for Music and Sound Recording Catalogers.

The **MUSIC LIBRARY ASSOCIATION** is looking for a Placement Officer.

The **NEW YORK PUBLIC LIBRARY**, New York, New York, is looking for a Senior Librarian, Technical and Computer Services/Cataloging Office.

**NORTHWESTERN UNIVERSITY**, Evanston, Illinois, is looking for a Head, Music Library.
The **UNIVERSITY OF PITTSBURGH**, Pittsburgh, Pennsylvania, is looking for an **Assistant Music Librarian (temporary 2-year appointment)**.

**APRIL**

**JACKSONVILLE PUBLIC LIBRARY**, Jacksonville, Florida, is looking for a **Librarian/Cataloger**.

The **MUSIC LIBRARY ASSOCIATION** is looking for a **Publicity Officer**.

The **UNIVERSITY OF MICHIGAN CENTER FOR AFROAMERICAN AND AFRICAN STUDIES**, Ann Arbor, Michigan, is looking for an **Archivist and Director of the African Diasporas Music Collection**. [reposted from January 2003]

**MAY**

The **CURTIS INSTITUTE OF MUSIC**, Philadelphia, Pennsylvania, is looking for a **Catalog Librarian**.

**HARMONIE PARK PRESS**, Warren, Michigan, is looking for **Freelance Translators**.

**LIBRARY ASSOCIATES** is facilitating a search for a **Music Librarian/Consultant (Job ID: 03-434)** in Washington, D.C.

The **MUSIC LIBRARY ASSOCIATION** is looking for a **Publicity Officer**.

The **UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL** is looking for a **Media Resources Librarian**

**JUNE**

The **MUSIC LIBRARY ASSOCIATION** is looking for a **Publicity Officer**.

**OHIO WESLEYAN UNIVERSITY**, Delaware, Ohio, is looking for a **Librarian, Music or Music Branch Manager**.

**QUEENS COLLEGE**, Flushing, New York, is looking for a **Music Librarian, Assistant Professor (tenure track)**.

**TEXAS CHRISTIAN UNIVERSITY**, Fort Worth, Texas, is looking for a **Head, Music Library and Audio Visual Resource Center**.

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

**JULY**

**MARTIN LUTHER KING, JR. MEMORIAL LIBRARY**, Washington, D.C., is looking for a **Performing Arts Librarian**.

"**THE PRESIDENT'S OWN" UNITED STATES MARINE BAND**, Washington, D.C., is looking for a **Music Librarian**.

The **UNIVERSITY OF SOUTHERN MISSISSIPPI**, Hattiesburg, Mississippi, is looking for a **Catalog Librarian for Monograph and Special Formats**.

**AUGUST**

**APPALACHIAN STATE UNIVERSITY**, Boone, North Carolina, is looking for a **Catalog Librarian**.

**IOWA STATE UNIVERSITY**, Ames, Iowa, is looking for a **Social Sciences & Humanities Librarian, Fine & Performing Arts**.

The **LOUISVILLE ORCHESTRA**, Louisville, Kentucky, is looking for a **Music Librarian**.
QUEEN'S UNIVERSITY, Kingston, Ontario, is looking for a Head, W.D. Jordan Special Collections and Music Library, Curator of Special Collections and Conservation Coordinator.

WETA-FM, Arlington, Virginia, is looking for a Radio Music Librarian.

SEPTEMBER
NORTHWESTERN UNIVERSITY, Evanston, Illinois, is looking for a Music Technical Services Librarian.

SOUTHERN METHODIST UNIVERSITY, Dallas, Texas, is looking for a Music Cataloger.

TEXAS TECH UNIVERSITY, Lubbock, Texas, is looking for a Music Librarian.

THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY, Baltimore, Maryland, is looking for a Digital & Audiovisual Media Librarian.

OCTOBER
THE MANHATTAN SCHOOL OF MUSIC, New York, New York, is looking for a Library Technical Services Manager.

THE MUSIC LIBRARY ASSOCIATION is looking for an Editor of NOTES.

THE NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Librarian II (or Librarian I on a training basis) for The Research Libraries/Technical Services/Performing Arts Processing Project.

THE VIRGINIA SYMPHONY, Norfolk, Virginia, is looking for a Librarian.

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

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.


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

DECEMBER

GETTYSBURG COLLEGE, Gettysburg, Pennsylvania, is looking for a Music Cataloger.

The MUSIC LIBRARY ASSOCIATION is looking for a Web Site Editor.

NORTHWESTERN UNIVERSITY, Evanston, Illinois, is looking for a Head of the Music Library (Search Reopened).

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

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

Description: The Baylor University Libraries invite applications from innovative, service-oriented librarians for the position of Music and Fine Arts Catalog Librarian. This is an academic professional position with faculty rank and status. The Music and Fine Arts Catalog Librarian is one of four professional librarians assigned to the Bibliographic Access Unit within the University Libraries Resources & Collection Management Division. The MFA Catalog Librarian's responsibilities include performing original cataloging for materials destined for the A. Guy Crouch Music & Fine Arts Library, managing and coordinating activities of the Bibliographic Access Unit, and ensuring that bibliographic standards are maintained in the library's catalog.
Required Qualifications: Bachelor's degree in music (or 5+ years of full-time, paraprofessional experience in a music library); MLS or equivalent from an ALA-accredited institution; minimum three years of professional, post-MLS cataloging experience in a medium to large academic library; demonstrated ability to communicate and work effectively in an academic setting.

Desired Qualifications: Graduate degree in music; supervisory skills; experience cataloging all forms of non-book materials; familiarity with new library technologies and trends; familiarity with non-traditional cataloging standards such as Dublin Core; facility with two or more foreign languages.

Environment: 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.

Salary & Benefits: $35,000 minimum, 12 month letter of appointment. Salary will be based upon successful candidate's qualifications and experience. Competitive benefits with 20 days annual leave.

Deadline: Applications will be reviewed beginning January 15, 2003, and will be accepted until the position is filled. To ensure full consideration, your application must be completed by February 15, 2003.

Application: Send letter of application; résumé; and names, addresses, telephone numbers, and email addresses of three professional references to: Kenneth L. Carriveau, Jr., Chair, Music & Fine Arts Catalog Librarian Search Committee, P. O. Box 97148, Waco, TX 76798 or Kenneth_Carriveau@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.

The CENTER FOR BLACK MUSIC RESEARCH OF COLUMBIA COLLEGE CHICAGO offers Rockefeller Resident Fellowships, 2003-04.

Description: Under the auspices of the Rockefeller Foundation, the Center for Black Music Research (CBMR) of Columbia College Chicago will offer two nine-month resident fellowships for the 2003-04 academic year. The theme for the year will be "Reseaching the Circum-Caribbean." Fellows will spend half their time in residence at the Alton Augustus Adams Music Research Institute in St. Thomas, from which they will do field or archival research, and the other half at the CBMR's Chicago site preparing for or writing the results of the work they performed while at the Caribbean site or other sites of field research.

Requirements: Applicants must have completed work on their terminal degree (Ph.D. degree or its equivalent [NOTE: an ALA-accredited masters-level library degree is considered terminal for a librarian]) at the time of application and should be able to demonstrate their familiarity with the research of or related to the circum-Caribbean region. The project will consider all complete applications.

Stipend & Benefits: Each fellowship will carry a stipend of $25,000 plus the following benefits: (1) an allowance of up to $4,000 for moving to and from the Fellow's home and the CBMR (or the Virgin Islands); (2) an allowance of up to $2,000 for inter-island or intra-Caribbean research travel; and (3) free housing in both locations. The total value of the stipend, travel allowances, and housing equals $37,750.

Deadline: Applications are due on February 1, 2003.

Application: For details and application procedures, visit the CBMR Web site at www.cbmr.org/fellows03.htm. For more information, contact Johann S. Buis via e-mail (jbuis@cbmr.colum.edu), telephone: (312) 344-7573 or fax: (312) 344-8029.

The CITY OF GLENDALE, CALIFORNIA is looking for a Library Services Administrator (Adult Services & Brand Library and Art Center).
The Position: Under the general direction of the Director of Libraries, this management position manages a major section of library operations. Areas of responsibility include Reference Services, the Brand Library and Art Center, the local history collection, adult collection development and adult programming including computer services for the public (training and electronic resources). Essential functions include, but are not limited to: Assists in the planning, direction and coordination of library-wide goals and activities; Prepares budget requests and related documentation; Monitors and controls expenditure of library funds for multiple units; Participates in hiring, training and supervision of new staff; Reviews and evaluates employees’ job performance and recommends, initiates and carries out appropriate personnel action; Encourages staff development; Streamlines work processes; Maintains records and prepares reports; Actively participates in Administration and Management meetings; Interacts with other City divisions, community organizations and other libraries; Represents the Library at community meetings, public hearings and professional conferences; Maintains currency of professional knowledge and remains informed on new trends in library practices including automation by attending professional meetings and staff conferences and by reading professional publications; Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient and effective manner; Performs other related duties as assigned.

Minimum Requirements: Ability to read, write and comprehend directions in English; Ability to establish smooth working relationships and resolve interpersonal conflicts; Knowledge of principles, trends, terminology and practices of modern library work; Knowledge of standard reference materials, library tools, guides and indexes; Knowledge of the principles and methods of cataloging and classification; Ability to apply professional knowledge to the practical problems faced on the job; Ability to learn and implement new library technology; Skill in effective oral and written communication; Ability to think analytically and prepare complete staff reports; Ability to prepare and monitor budget information; Ability to organize and direct the work of subordinates; Ability to build trust and maintain confidentiality; Ability to review and evaluate employees’ job performance; Ability to effectively supervise subordinates; Ability to foster a teamwork environment; Willingness to initiate, recommend and carry out personnel actions.

Experience: Four years professional library work including three years increasingly responsible supervisory experience required.

Education/Training: Bachelor’s Degree in a related field and a Master’s Degree in Library Science from an accredited college or university.

Note: An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

License: Valid California Class C Driver's License is required.

Other Characteristics: Possesses a wide range of knowledge and experience; Willingness to assume responsibility for maintaining a safe working environment; Willingness to work overtime as requested; Bilingual ability in Spanish and/or Armenian is desirable.

Selection Process: The examination will consist of an evaluation and an Assessment Process. Weights will be as follows: evaluation - qualifying, Assessment Process - 100%. The Assessment Process will consist of a written exercise - 15%, a presentation - 15%, and an oral - 70%. All applications, résumés and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate’s education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. TIME AND PLACE OF THE EXAMINATION WILL BE
ANNOUNCED. The provisions of this bulletin do not constitute an express or implied contract. Bulletin #6341 (LibSvcAdmin02).

**Salary:** OPEN EXAMINATION - ONE YEAR PROBATIONARY PERIOD. SALARY $6,011 - $7,451 (Salary includes 7% PERS contribution which is deducted from the listed salary for employee's retirement benefits).

**Deadline:** Open/Continuous Examination. Recruitment may close at any time.

**Application:** The City of Glendale does not accept applications for positions that are not currently open. City of Glendale Personnel Division, 613 E. Broadway, Room 100, Glendale, CA 91206. Phone: (818) 548-2110. Email: COGpersonnel@ci.glendale.ca.us. Job Information Hotline: (818) 548-2127. Hours: Monday through Thursday 7:30 am - 5:30 pm. Open Alternating Fridays 8:00 am - 5:00 pm.

LOYOLA UNIVERSITY, New Orleans, Louisiana, is looking for a Music Library Services Coordinator.

**Description:** The Monroe Library is seeking a flexible, creative, energetic librarian to coordinate, plan and manage music library collections and services. Working in a student-centered, team-oriented environment, he/she will be an active member of the Public Services Division, will work closely with library faculty and staff to provide quality services and collections, and will provide leadership and supervision to music library staff. Will lead liaison efforts to the College of Music, and will serve on library teams and university committees.

**Minimum Qualifications:** ALA-accredited MLS; undergraduate degree in music; strong commitment to responsive and innovative service; excellent personnel management skills; knowledge of print and electronic resources in music; demonstrated understanding of current trends in teaching information literacy; excellent interpersonal and communication skills; ability to work productively in a team environment; knowledge of one or more foreign languages.

**Preferred Qualifications:** Experience working in an academic library environment; teaching experience; team leader experience; experience with web design and creation; familiarity with Blackboard; advanced degree in music or the performing arts.

**Environment:** Loyola University's Monroe library is located on a beautiful uptown New Orleans campus, facing Audubon Park and the historic streetcar line. Loyola University is a Catholic institution that emphasizes the Jesuit tradition of contributing to the liberal education of the whole person.

**Salary & Benefits:** This is a 12-month, tenure track position with 20 days of vacation and competitive benefits package including TIAA-CREF. Appointment at the Instructor or Assistant Professor level ($32,000 minimum).

**Deadline:** February 10, 2003.

**Application:** Send letter of application, résumé and names and contact information for 3 references to: Deborah Poole, Public Services Coordinator, Loyola University Library, Box 198, 6363 St. Charles Avenue, New Orleans, LA 70118. Loyola University is an AA, EOE. Women and minorities are encouraged to apply.

MANSFIELD UNIVERSITY, 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. Starts August or possibly May 2003.

**Responsibilities:** Provide general and music reference services in a team-approach environment; retrieve information using a variety of print, electronic and online resources; serve as liaison for the purposes of collection development and library user instruction for Music (a recognized "area of
“distinction” at the university) and various Humanities disciplines, as determined by the candidate’s interests and experience. Librarians receive ample opportunity to innovate, so candidates are strongly encouraged to develop new ways to provide information services, both independently and in collaboration with others. Faculty must have additional graduate credit beyond the MLS to be eligible for tenure.

**Qualifications:** 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.

**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 Williamsport, PA. The university’s Music Department presents nearly 100 concerts and recitals each year. The area is ideal for all-season sports and outdoor recreation. Faculty are free to travel the world during the long winter and summer breaks. To learn more about North Hall Library and our commitment to information in a new, state-of-the-art facility, visit us at: [http://lib.mansfield.edu/](http://lib.mansfield.edu/).

**Salary & Benefits:** Top-notch salary for this tenure track faculty position begins at $38,078 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. Benefits are far better than average and include dental and eye exams (for details see [http://www.mansfield.edu/depts/resource/fac-ben.html](http://www.mansfield.edu/depts/resource/fac-ben.html)).

**Deadline:** Review of applications will begin February 1, 2003 and will continue until the position is filled.

**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 111, 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.mansfield.edu/depts/resource/jobs.html](http://www.mansfield.edu/depts/resource/jobs.html).

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OCLC ONLINE COMPUTER LIBRARY CENTER, INC., Dublin, Ohio, is looking for a Cataloger (Metadata Specialist 2).

**Description:** OCLC Online Computer Library Center, Inc., the world’s largest provider of automated library services and products, currently has an opening for the following position:

**POSITION:** Cataloger (Metadata Specialist 2)

**REQUISITION:** #7060-R00942-14

**DIVISION:** Contract Services

**LOCATION:** Dublin (Columbus) Ohio

**Requirements:** Master’s of Library Science degree from an accredited library school or equivalent experience. Two years of experience in original cataloging of music scores and/or sound recordings, preferably using the OCLC system. Practical and theoretical knowledge of OCLC-MARC formats, AACR2R, LCRIs, Library of Congress Subject Headings and LC or Dewey classification. Good oral and written communication skills are essential. Reading knowledge of one or more non-English languages is desired, but not essential. Degree in music is preferred. Must be able to work independently and also participate in team projects.

**Responsibilities:** Perform original and copy cataloging in multiple formats (especially music materials) and assume workflow management responsibilities for multiple concurrently running projects. May be involved in training or mentoring less experienced staff.
Benefits: OCLC offers an excellent benefits package including medical/dental/life insurance, tuition reimbursement and fitness center.

Application: For consideration please submit your confidential résumé with salary requirements to OCLC, Department of Human Resources, 6565 Frantz Road, Dublin, OH 43017, or FAX your résumé to (614) 798-5718, or send via internet to jobs@oclc.org. For additional opportunities please visit OCLC’s Home Page on the World Wide Web at http://www.oclc.org/home. OCLC is an Equal Opportunity Employer and is actively seeking minority candidates for this position.

The UNIVERSITY OF ILLINOIS, Urbana-Champaign, Illinois, is looking for an Archivist for Music and Fine Arts.

Description: The University of Illinois Library at Urbana-Champaign invites nominations and applications for the position of Archivist for Music and Fine Arts, a full time, tenure-track faculty appointment at the rank of Assistant or Associate Professor of Library Administration, dependent upon credentials.

Duties & Responsibilities: The Archivist for Music and Fine Arts will be responsible for coordinating the University Archives' program for the acquisition, appraisal, description, preservation and use of archival material relating to music and other fine arts, concentrating on wind band collections at the University of Illinois. Includes an emphasis on the development and provision of reference, research, and instructional services for the John Philip Sousa Archives for Band Research, containing Sousa's personal papers and musical scores, as well as those of other prominent composers and bandmasters. Works closely with the students, faculty, and staff of the College of Fine and Applied Arts, the School of Music, University Bands, the Alumni Association, and the University of Illinois Foundation to support existing collections and acquire new materials. Maintains a working relationship with the Music Library. Provides educational outreach concerning Sousa and related musical culture for students, faculty, staff, alumni, the local and state school system, and the community. Manages the collection consistent with modern archival practices.

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 40 departmental libraries that are located throughout campus and administratively organized into eight divisions. The Archivist for Music and Fine Arts is a faculty member in the University Archives, a division of the University Library. The Archives provides services to undergraduates, graduate students, faculty, the public, visiting scholars, and campus administrators. The Archives has a working collection of approximately 22,000 cubic feet of university records and related manuscript collections. The Archives staff includes 4 Archivists, 1 Technical Assistant, 10 Graduate Assistants and 3 Student Assistants.

Qualifications: Required: Master's degree in an accredited Archival Studies or Library and Information Science program or equivalent; musical expertise and experience, including the ability to read music fluently; relevant archival or library experience with academic or research collections; experience with library or archival computer applications; understanding of historical research methodology; evidence of research orientation and ability to meet university standards for promotion and tenure. Preferred: Music degree from an accredited program or its degree equivalent; graduate education in archival theory and practice; professional archival experience in an academic or research institution; direct experience in applying archival methods for control of modern records and manuscript collections;
experience with donor relations and grant-writing; ability to organize and implement public outreach programs; knowledge of American wind band movement and development of its repertoire; experience in reference and outreach, research and writing related to music history or librarianship; and demonstrated administrative ability.

**Campus and Community:** The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Research Level 1) 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 undergraduates and 10,000 graduate and professional students, approximately 25% of faculty receive campuswide recognition each year for excellence in teaching. More information about the campus is available at [http://www.uiuc.edu](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. More information about the community can be found at [http://www.cucvb.org/](http://www.cucvb.org/), [http://www.uiuc.edu/misc/campus.html](http://www.uiuc.edu/misc/campus.html), or [http://www.ccchamber.org/](http://www.ccchamber.org/).

**Salary:** Salary is competitive and is commensurate with experience and credentials. Archivists are members of the Library faculty and must meet general university requirements for promotion and tenure.

**Terms of Appointment:** Twelve month appointment; 24 work days vacation per year, 11 paid holidays, 12 days annual sick leave (cumulative) plus an additional 13 days (non-cumulative) per year if necessary; health insurance, requiring a small co-payment, is provided to employees (coverage for dependents may be purchased); participation in the 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.

**Position Available:** On or before May 1, 2003.

**Deadline:** In order to ensure maximum consideration, applications and nominations should be received by January 13, 2003. Interviews may occur before the closing date with a decision made as soon as possible after closing date.

**Application:** Send letter of application and complete résumé with names, addresses, telephone numbers, and e-mail addresses (where available) of three references to: Cindy Kelly, Head, Library Human Resources, University of Illinois Library at Urbana-Champaign, 1408 West Gregory Drive, Urbana, IL 61801. E-mail: mokelly@uiuc.edu. Electronic applications are acceptable initially, but must be followed by a hard copy with signature. Phone: (217) 333-8169. The University of Illinois is an Affirmative Action-Equal Opportunity Employer.

The UNIVERSITY OF MICHIGAN CENTER FOR AFROAMERICAN AND AFRICAN STUDIES, Ann Arbor, Michigan, is looking for an Archivist and Director of its African Diasporas Music Collection.

**Description:** The Center for Afroamerican and African Studies seeks applicants for an Archivist and Director of its new African Diasporas Music Collection, including the African American Music Collection. This is a full-time position.

**Duties:** Assess and catalog the current collection of more than 150,000 items, applying the latest interpretations of the standard catalog rules. Assist in responding to reference needs of users. Work with Faculty Committees in developing new holdings in African and Caribbean Music.
**Qualifications:** Degree in music, MLS or equivalent from an ALA-accredited institution, two years cataloging experience using AACR, MARC, LCSH, and an on-line utility such as OCLC. Substantial knowledge of African American and African contributions to music.

**Rank & Salary:** Professional and Academic twelve month appointment. $45,000-60,000.

**Deadline:** January 31, 2003

**Application:** Send curriculum vitae and three letters of recommendation to: Archivist Search, Professor James S. Jackson, CAAS, 550 East University, 106 West Hall, Ann Arbor, MI 48109-1092.

The UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL is looking for an Electronics Technician I, Manuscripts Department.

**Position:** Audio Recording Engineer

**Position Number:** 51169

**Description:** The Manuscripts Department of the Academic Affairs Library at the University of North Carolina Chapel Hill seeks a qualified audio engineer to assist with archival restoration and re-recording of deteriorating sound recordings of traditional music and oral history from the Southern United States. Under the direction of the Department's Sound & Image Librarian, the technician will be responsible for the restoration of sound recordings, the playback and transfer of source recordings, the technical documentation of transfer processes, and the installation, set-up and maintenance of studio equipment.

**Qualifications:** Required: Graduation from high school supplemented by completion of a two-year technical school course in electronics; or an equivalent combination of education and experience. Preferred: Formal training in audio engineering or equivalent experience, knowledge of electronic circuitry and ability to read wiring diagrams. Ability to install, interface, maintain, and troubleshoot audio equipment highly desirable. B.A. in a technical field or in the humanities preferred. Experience working with sound recordings in an archival setting, and knowledge of specialized equipment used for preservation work including turntables, photographic styli, restoration pre-amps, equalization and filtering devices, disc and tape cleaning equipment, etc. preferred. Knowledge of historic audio formats such as acetate, aluminum, and glass-based discs and acetate-based magnetic tape and knowledge of the processes by which these formats deteriorate over time. Knowledge of the recommended practices and guidelines for archival restoration and transfer of sound recordings, including proper level setting, selection of appropriate styli, appropriate filtering, etc. Experience working with field and/or home recording as well as experience working with deteriorating audio media strongly preferred.

**Salary:** Pay Grade: 64. Salary Range: $27,688 - $39,789.

**Application:** Application forms are available in the Library Personnel Office for Library employees; application forms are also available online at [http://www.ais.unc.edu/hr/jobs/apply.html](http://www.ais.unc.edu/hr/jobs/apply.html). For more information on application procedures, applicants may contact: Office of Human Resources, University of North Carolina at Chapel Hill, CB #1045, 725 Airport Road, Chapel Hill, NC 27514, (919) 962-2991.

The UNIVERSITY OF THE ARTS, Philadelphia, Pennsylvania, is looking for a Technical Services Librarian.

**Description:** The University of the Arts Libraries are comprised of a main library, music library, and visual resources library. Responsible for planning and coordinating libraries' technical services activities including cataloging, processing, mending and binding; and for managing and maintaining libraries' Innovative Interfaces Inc. integrated online library system, local databases, and web site. Also responsible for original cataloging and authority work. Supervises and evaluates two cataloging/technical services assistants and student assistants. Works closely with other librarians in...
planning library-wide operations and programs. Serves as liaison with external and campus computing and network services providers.

**Requirements:** MLS degree from an ALA-accredited program; a minimum of 2 years professional cataloging experience including authority work in an online environment; knowledge of HTML, cataloging rules and procedures, OCLC, AACR2, MARC; experience using an integrated library system, preferably an Innovative Interfaces system; practical knowledge of both Mac and PC computer systems and hardware; and supervisory experience. A background in the arts, experience managing an integrated library system, and experience managing and developing a Web site preferred.

**Availability:** Immediate.

**Deadline:** January 31, 2003.

**Application:** Qualified applicants should submit letters of application, résumés and three references to: Director of Personnel Services, The University of the Arts, 320 S. Broad Street, Philadelphia, PA 19102.

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CALIFORNIA STATE UNIVERSITY, CHICO is looking for a Reference/Humanities Librarian.

**Description:** Assistant librarian, full-time, tenure-track position available July in the Meriam Library Reference Department, California State University, Chico. For detailed information see library Web page: www.csuchico.edu/library/. As a university that educates students of various ethnic and cultural backgrounds, we value a diverse faculty and staff. CSU/Chico welcomes applicants who are knowledgeable about and interested in working within a cross-cultural learning environment.

**Responsibilities:** Include general reference service (including nights and weekends); library instruction and development of information literacy programs; outreach to faculty and students; collection development in history, art and art history, religious studies, music, and philosophy; participation in professional development and service; and bibliographic consultation for ILL as needed.

**Minimum Qualifications:** Include a master's degree from an ALA-accredited program, excellent communication skills, academic training in a relevant humanities field, ability to work independently and cooperatively, and reference and instruction experience in an academic library. Academic degree or training in history, experience in humanities collection development and information literacy programs preferred.

**Salary:** $50,100 (10-month option available).

**Deadline:** Feb. 28, 2003.

**Application:** Send application letter addressing qualifications, current vita, and the names, telephone numbers, and addresses of 3 professional references to: Carolyn Dusenbury, Director, Meriam Library, California State University, Chico, CA 95929-0295. Or submit via e-mail to jksimmons@csuchico.edu or fax (530) 898-4443. For disability-related accommodations, call (530) 898-5862 or TDD (530) 898-4666. EOE/AA/ADA. CSUC only employs individuals lawfully authorized to work in the U.S.

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The CITY UNIVERSITY OF NEW YORK, New York, New York, is looking for a Senior College Lab Technician, Department of Music, Humanities & Arts Division, Sonic Arts Center.

**Duties and Responsibilities:** Install, upgrade, trouble shoot, and repair all computer related software and hardware, audio equipment, and interconnection systems in the Sonic Arts Center and Music Department offices and classrooms. Provide support for the development of pedagogical materials for the staff of the Sonic Arts Center. Administration of a Local Area Network, server, and web site for the Sonic Arts Center. Supervise all sound reinforcement venues for the department and public spaces in Shepard. Supervise student independent projects in Sonic Arts Center. Instruct faculty on the operation
of computer and other digital systems. Supervise subordinate staff members. Under faculty direction will be responsible for the ordering of all software and hardware for the Music Department. In concert with faculty will be responsible for the planning and design of future digital installations in the Music Department and the Music Library.

**Requirements:** Expert in the Macintosh computer platform. Basic electricity and electronics background required. Repairing, and trouble shooting audio connections and IC boards. Expert in audio applications for the Macintosh. Experience with video and multimedia applications and administering Local Area Networks. High School diploma and a minimum of eight years relevant experience required. A combination of eight years of appropriate education and work experience beyond High School may be substituted, but must possess a minimum of three (3) years of professional technical and audio experience in either case.

**Salary Range:** $35,988-$46,948 commensurate with experience.

**Deadline:** Completed applications must be postmarked by February 28, 2003. Starting September 1, 2003.

**Application:** A cover letter, curriculum vitae, three current letters of recommendation, and the address, e-mail, and phone number of two additional references should be mailed to the address below. Do not send any examples of your work at this time. Please organize your curriculum vitae so that it specifically addresses each of the four areas listed under Requirements above. Send to: Prof. Paul Kozel (include PVN#: ss-911), The City College, Department of Music, Shepard Hall Room 72, Convent Ave. at 138th St., New York, NY 10031. Information on the Sonic Arts Center may be obtained at: [http://sonic.arts.ccnny.cuny.edu](http://sonic.arts.ccnny.cuny.edu). The City College of New York has a strong institutional commitment to the principle of diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women and under-represented groups. Upon request, reasonable accommodations will be provided for individuals with disabilities. All candidates must meet IRCA employment eligibility requirements for appointment. An Equal Opportunity/Affirmative Action/Irca/Americans With Disabilities Act Employer.

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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 Music 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 Cornell Music 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: 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. Cornell University is an Affirmative Action/Equal Opportunity Employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experiences.

The NEW YORK PUBLIC LIBRARY FOR THE PERFORMING ARTS/PERFORMING ARTS ADMINISTRATION, New York, New York, is looking for an Assistant Director for Administrative and Access Services.

Description: The New York Public Library seeks a polished professional to serve as the Assistant Director for Administrative and Access Services for The New York Public Library for the Performing Arts. Under the direction of the Executive Director, develops, implements and coordinates administrative support for all Performing Arts Library units, management procedures, inter-divisional communications, facility operations including new models of institutional operations and staffing. Responsible for the development and implementation of uniform public service policies in all Performing Arts Library divisions. Manages delivery system for print and audio-visual collection materials, including reader registration and circulation systems. Responsible for content and development of Performing Arts Library web site in conjunction with the NYPL Research Libraries Web Development Office. Assists the Executive Director with the management of the fiscal operations of the Library for the Performing Arts including budget preparation and control. In coordination with the Research Library-wide program, coordinates and supervises the public training program in the Technology Training Center. Responsible for long-range planning for technology-based service programs for on-site and remote users. Supervises and administers all facility rentals. Assists the Director in performing arts field operations and liaison services to constituent organizations, including national and international service organizations in the performing arts. Position authorized to function for the Library for the Performing Arts in the absence of the Director. Performs related duties as required.

Requirements: ALA accredited Master's degree in Library and Information Studies. Excellent interpersonal, verbal and written communication skills. Excellent analytical, organizational, problem-solving, and diplomatic skills. A broad knowledge and understanding of the role of The New York Public Library for the Performing Arts in relation to its constituency. Demonstrated knowledge of national policies, practices, and developments in information technologies. Successfully demonstrated professional experience and increasingly responsible, managerial experience in performing arts administration/organization preferred.

Salary & Benefits: Salary range will be determined by level of experience. Comprehensive benefits package.


QUEENS COLLEGE/CITY UNIVERSITY OF NEW YORK, Flushing, New York, is looking for a Music Librarian, Substitute Assistant Professor.

Description: This is a temporary position, for Spring Semester and Summer 2003 while formal search for tenure track position is conducted. Responsible for all operations of an active music library serving the Aaron Copland School Music and the Queens College community. The Music Library is housed in the
music school building and is physically separate from Rosenthal Library but administratively part of the QC Library.

**Duties:** Assists students, faculty, independent researchers with on-site, telephone, and e-mail reference queries. Formal and informal instructional activities especially focused on the new CUNYPLUS OPAC. Carries out administrative responsibilities, maintains records, manages budgets. Manages print, audio, and electronic collections. Trains and supervises full and part time staff and volunteers. Monitors and oversees physical facilities and security. Maintains close and direct liaison with music school faculty and administrative staff. Maintains professional contacts and activities. Other duties as directed.

**Qualifications:** MLS from an ALA-accredited school. Advanced degree in music preferred, music background required (emphasis on musicology, music theory, historically informed performance practice). Music library experience preferred. Leadership and organizational abilities. Excellent interpersonal and communications skills.

**Salary & Benefits:** $36,400/year. 35 hours/week. Health benefits. Annual and medical leave.

**Deadline:** Position available immediately. Position open until filled.

**Application:** Send letter of application, current c.v., and names, addresses, and telephone or email of three references to: Library Administrative Office, Rosenthal Library, Queens College, Kissena Blvd., Flushing NY 11367. FAX: (718) 997-3753. Email: sharon_bonk@qc.edu. If you send letter and application by email, please mail the originals to above address.

The BEETHOVEN CENTER AT SAN JOSÉ STATE UNIVERSITY, San José, California, is looking for a Half-time Administrative Assistant.

**Description:** Although listed as a temporary one-year appointment, we expect the position to be extended indefinitely. For job description, go to: [http://www.sjsu.edu/hr/jobopps/011001.pdf](http://www.sjsu.edu/hr/jobopps/011001.pdf)

The LIBRARY OF CONGRESS, Washington, D.C., is looking for Music and Sound Recording Catalogers.

**Description:** The Library of Congress has reposted its vacancy announcement for three music and sound recording cataloger positions. The vacancy announcement number is 030019. (This is the same vacancy announcement that was posted in December as number 020313; applicants for the earlier posting will be considered and do not need to reapply.)

**Qualifications:** This position requires a reading knowledge of one modern Asian or one modern European language in addition to English. You do not need to be a current Library of Congress employee to apply for any of these positions.

**Deadline:** The application deadline is March 3, 2003.

**Application:** To read the vacancy announcement and submit your application online, you must visit the USAJOBS site: [http://www.usajobs.opm.gov/](http://www.usajobs.opm.gov/) and follow the instructions there. You may find it more convenient to go to the Library of Congress Web site's Current Job Opportunities page at: [http://www.loc.gov/hr/employment/jobposts.html](http://www.loc.gov/hr/employment/jobposts.html) and follow the links there to USAJOBS.

The MUSIC LIBRARY ASSOCIATION is looking for a Placement Officer.

**Description:** In managing the Association's Placement Service, the MLA Placement Officer serves as a liaison between employers seeking qualified music librarians and music librarians seeking employment. The Placement Officer also coordinates the Association's annual Mentoring Program.

**Responsibilities:** Compile information about positions available in print and internet announcements in the professional literature and in other sources; contact institutions with vacant music librarian
positions, encouraging them to list their vacancies with the Placement Service; create the monthly MLA Job List, an informal publication mailed to subscribers and posted on the MLA web site; correspond with library schools and state and regional library associations to ensure that they advertise their music jobs with the Service when vacancies occur; answer inquiries concerning the Placement Service and employment of music librarians; prior to and during each annual conference, manage MLA’s annual Mentoring Program, which links new and aspiring music librarians with established professionals; run the Placement Service desk and schedule interviews at the annual conference; prepare Placement Service reports and annual budget. The Placement Officer reports to the President and Board of Directors and is an ex-officio member of the Personnel Subcommittee and member of the Publications Committee.

**Qualifications:** Membership in MLA; interest in the people who practice music librarianship, and in the profession generally; interest in desk-top publishing and access to word-processing; interest in webpage construction; familiarity with the literature on qualifications for music librarianship; ability to answer inquiries from individuals and institutions about employment in the profession.

**Honorarium:** Honorarium of $1000 per annum and expenses necessary to carry out the responsibilities of the position.

**Term:** Annual reappointment up to four years; term to begin July 2003.

**Deadline:** 18 April 2003.

**Application:** Send nominations or letters of application accompanied by a résumé and the names and phone numbers of three references to: Ray Heigemeir, Chair, Placement Officer Search Committee, Braun Music Center, 541 Lasuen Mall, Stanford University, Stanford, CA 94305-3076. Phone: (650) 725-1148. Fax: (650) 725-1145. Email: raymondh@stanford.edu. Interviews will be held via conference calls. The other members of the Search Committee are Robert Curtis and Renée McBride.

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The NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a Senior Librarian, Technical and Computer Services/Cataloging Office.

**General Description:** Under the direction of Head, Cataloging, Manager of Bibliographic Systems, catalogs and classifies musical scores, musical and non-musical sound recordings and monographs in English and World Languages, videos and datafiles for adult and juvenile collections on an online system with an integrated authority control facility. Manipulates existing bibliographic utility and local catalog records and creates original records in MARC formats, establishes name and subject authorities and cross references. Plans and executes special cataloging assignments including training professional and paraprofessional staff, contributing to the development of procedures and manuals, and preparing reports. Performs related duties as required.

**Eligibility Requirements:** ALA-accredited Master's degree in Library and Information Studies. A staff member who is now a Senior Librarian or eligible for Senior Librarian. Demonstrated substantial knowledge of music history, terminology and music notation. Successfully demonstrated knowledge of Anglo-American Cataloging Rules, Library of Congress Subject and Name Headings, Dewey Decimal Classification, MARC formats, and principles of authority control. Successfully demonstrated experience using an online bibliographic utility, such as OCLC, and an online local cataloging system. Demonstrated ability to work well independently and to plan and execute complex projects. Good oral and written communication skills. Successfully demonstrated supervisory experience preferred. Reading knowledge of music preferred. Reading knowledge of one or more Romance languages preferred.

**Salary & Benefits:** $36,834. Comprehensive benefits package.

**Application:** Please send résumé and cover letter. Please refer to job code LSM-SLC. The New York Public Library, HR Dept Code LSM-SLC, 188 Madison Avenue, 5th Floor, New York, NY 10016. Email: lsresumes@nypl.org. An Equal Opportunity Employer.
NORTHWESTERN UNIVERSITY, Evanston, Illinois, is looking for a Head, Music Library.

**Description:** Northwestern University Library is seeking a creative and dynamic music librarian to lead its Music Library.

**Environment:** Northwestern's Music Library's holdings of over 250,000 volumes encompass most genres and historical periods of music. Materials relating to post-World War II music constitute an internationally recognized collection of distinction. Other special collections include the Foundation for Contemporary Performance Arts "Notations" Collection, the John Cage Archive, the Fritz Reiner Library, numerous music manuscripts, rare early music editions and treatises, and a portion of the Moldenhauer Archives. For more information about the Music Library and its services see [http://www.library.northwestern.edu/music/](http://www.library.northwestern.edu/music/).

**Summary:** Responsible for the overall management of the Music Library, including policy formulation, budget preparation and implementation, collection management, public and technical services activities, and liaison with the School of Music. Responsible for the acquisition of printed music and special materials collection development.

**Job Responsibilities:** Performs administrative and budget management tasks, including formulating and implementing goals, objectives, policies, and procedures; setting priorities; allocating financial, staff, and space resources. Manages a staff of 3 librarians and 5 support staff. Administers the Music Library collection development activities including the solicitation of gifts. Manages the music manuscript collections. Serves as bibliographer for printed music and special materials. Maintains liaison with the School of Music and engages in appropriate activities with both local and national music library associations and organizations. Serves on the Library's Management Council.

**Qualifications:** Masters degree from an ALA accredited program in library science or equivalent combination of education and relevant library experience. Advanced degree in music, preferably musicology. At least five years experience in a music library, preferably at an academic or research institution. Demonstrated managerial and collection development experience. Substantial knowledge of music repertory, music bibliography, and music acquisitions. Awareness of current concerns and developments in music librarianship.

**Salary:** Salary commensurate with qualifications and experience ($50,000 minimum).

**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, 1970 Campus Drive, Evanston, Illinois 60208-2300 or library-personnel@northwestern.edu. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

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The UNIVERSITY OF PITTSBURGH, Pittsburgh, Pennsylvania, is looking for an Assistant Music Librarian (temporary 2-year appointment).

**Description:** Entry-level position to provide technical and public services support in a heavily used, rapidly evolving library environment. Reports to the Head of the Music Library.

**Responsibilities:** Performs original and copy cataloging of musical scores, and original cataloging of audiovisual materials. Assists in the retrospective conversion of music scores and recordings, and in the cataloging of microforms, archival materials, and electronic resources in music. Provides reference service to music library users, and shares in the responsibility for the music library undergraduate bibliographic instruction program. Assumes responsibility for administering the music library in the absence of the Head of the Music Library. Assists in circulation duties on an as needed basis. Assists in staffing the Hillman Library Reference Desk one to two weekend days per year, as well as eight to ten evenings per year.
**Qualifications:** Required: MLS from an ALA-accredited program (or recognized equivalent). Bachelor's Degree in Music. Working knowledge of German, French or Italian. Effective organizational, interpersonal communication, and presentation skills. Basic knowledge of library technical services and informational services, and emerging electronic resources. Preferred: Graduate degree in music, experience in an academic library, and experience with music information sources that support graduate study of the discipline.

**Salary & Benefits:** $30,000.00. Comprehensive benefits package including 23 vacation days/year; medical coverage; TIAA/CREF, Vanguard; and tuition assistance.

**Deadline:** Applications received by Feb. 21, 2003 will receive primary consideration. Applications will be accepted until the position is filled.

**Application:** Submit letter of application and résumé with the names/addresses/phone numbers of three references to William Gentz, Personnel Librarian, 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260. The University Library System is an Affirmative Action, Equal Opportunity Employer committed to increasing diversity in our workplace and strongly encourages applications from candidates who can contribute in this area. To learn more about the University Library System visit: [http://www.library.pitt.edu](http://www.library.pitt.edu)

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**Jacksonville Public Library** , Jacksonville, Florida, is looking for a Librarian/Cataloger.

**Responsibilities:** This professional position is part of the nonprint cataloging team and reports to the Senior Librarian in Nonprint Cataloging. The position is responsible for cataloging and classification of special collections material and nonprint adult and juvenile material. Some original cataloging will be required. This position may supervise a Library Assistant.

**Qualifications:** Required: Demonstrated knowledge of Dewey classification, LC subject headings and AACR2; understanding of authority work and experience using OCLC and editing MARC format records. Awareness of national trends in nonprint cataloging and demonstrated ability to work independently. Preferred: One or more years of recent cataloging experience. Experience cataloging nonprint material, visual and sound recordings. Experience with the cataloging module of SIRSI Workflows system or similar automation system. Interest in attaining OCLC enhanced status for visual and/or sound recordings material.

**Application:** Library contact information: Ms. Diane Moser, Human Resources Coordinator, Main Library, Jacksonville, FL 32202. Phone: (904) 630-2427. You can complete an on-line City of Jacksonville Employment Application by going to the following web site: [www.coj.net](http://www.coj.net). Click on "I want to" then "apply for a job" and follow the prompts. The City of Jacksonville is an equal opportunity/equal access employer. Applicants with disabilities may request reasonable accommodation by us at (904) 630-2427.

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The **Music Library Association** is looking for a Publicity Officer.

**Position Description:** The Publicity Officer is responsible for initiating, planning, coordinating, and implementing the informational, promotional, and advertising activities of the Music Library Association. The Publicity Officer is an ex-officio member of the Development Committee, the Publications Committee, the Membership Committee, the Marketing Subcommittee, and the Organizational Liaison Committee. The Publicity Officer reports to the President and Board of Directors and prepares the budget and the annual report.

**Responsibilities:** Increases the visibility of MLA, including writing press releases. Publicizes MLA activities, including announcements of awards, future meetings, and publications. Maintains publicity database. Works with Scarecrow Press on publicity for co-publications. Works with AR-Editions.
staff/MLA Business Office in order to keep publicity materials current. Arranges and coordinates MLA Exhibits at the annual meeting as well as meetings of other organizations.

**Job Requirements:** Membership in the Music Library Association with a good understanding of its organizational structure and publications. Effective communication skills including excellent writing and editorial skills. Experience in writing press releases desirable. Ability to be creative in enhancing and intensifying the visibility of the Association. Excellent organizational and management skills.

**Honorarium:** $2,000 per annum and expenses necessary to carry out responsibilities.

**Term:** Term to begin before the Washington D.C. meeting; annual reappointment up to four years.

**Application Deadline:** 15 June 2003

**Application:** Send nominations or letters of application accompanied by a résumé and the names of three references to Leslie Bennett, Chair, Publicity Officer Search Committee, Knight Library, 1299 University of Oregon, Eugene, OR 97403-1299, lbennett@oregon.uoregon.edu. Interviews will be held via conference calls. The other members of the Search Committee are Linda Solow Blotner and Alan Karass.

The UNIVERSITY OF MICHIGAN CENTER FOR AFROAMERICAN AND AFRICAN STUDIES, Ann Arbor, Michigan, is looking for an Archivist and Director of the African Diasporas Music Collection. [reposted from January 2003]

**Description:** The Center for Afroamerican and African Studies seeks applicants for an Archivist and Director of its new African Diasporas Music Collection, including the African American Music Collection. This is a full-time position.

**Duties:** Assess and catalog the current collection of more than 150,000 items, applying the latest interpretations of the standard catalog rules. Assist in responding to reference needs of users. Work with Faculty Committees in developing new holdings in African and Caribbean Music.

**Qualifications:** Degree in music, MLS or equivalent from an ALA-accredited institution, two years cataloging experience using AACR, MARC, LCSH, and an on-line utility such as OCLC. Substantial knowledge of African American and African contributions to music.

**Rank & Salary:** Professional and Academic twelve month appointment. $45,000-60,000.

**Deadline:** Open until filled.

**Application:** Send curriculum vitae and three letters of recommendation to: Archivist Search, Professor James S. Jackson, CAAS, 550 East University, 106 West Hall, Ann Arbor, MI 48109-1092.

The CURTIS INSTITUTE OF MUSIC, Philadelphia, Pennsylvania, is looking for a Catalog Librarian.

**Major Responsibilities:** Catalog music scores and books on music using OCLC and standard cataloging and classification tools such as AACR2, LC classification schedule M, LC Subject Headings, and MARC formats. Help maintain online system (Innovative Millennium installed 2002) and local authorities; participate in NACO music program. Supervise 2 FT retrocon assistants. Position reports to the Head Librarian.

**Qualifications:** REQUIRED: ALA-accredited MLS/MLIS degree; master's degree in music, preferably in performance; at least 3 years' experience in music cataloging using integrated systems, thorough familiarity with print and online music reference resources; working knowledge of German and at least one Romance language; excellent interpersonal and oral and written communications skills.

**Additional Information:** 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 7.75 FTE including 4 professionals. More information about the Institute is available on the World Wide Web at www.curtis.edu.

**Employment Conditions:** 12-month, full-time appointment. Salary commensurate with qualifications and experience, not less than $37,000. 20 days vacation, sick leave, holidays, health insurance, TIAA-CREF retirement plan.

**Position Availability:** June 2, 2003. Screening of applications to begin immediately and continue until the position is filled.

**Application:** Mail or e-mail: (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) 717-3170. E-mail: elizabeth.walker@curtis.edu

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HARMONIE PARK PRESS, Warren, Michigan, is looking for Freelance Translators.

**Description:** Harmonie Park Press is looking for freelance translators who possess knowledge of one or more of the following languages: Bulgarian, Croatian, Czech, Danish, Hungarian, Norwegian, Polish, Russian, or Serbian.

**Application:** Please contact: Elaine Gorzelski, Publications Director, Phone: (586) 755-3080. Fax: (586) 755-4213. E-mail: egorzelski@harmonieparkpress.com

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LIBRARY ASSOCIATES is facilitating a search for a Music Librarian/Consultant (Job ID: 03-434) in Washington, D.C.

**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. Many of the Library's patrons are music students at the college level and a few are advanced students. It is important that the person be sensitive in dealing with the blind and physically handicapped and be competent in discussing and finding music that meets the needs of these patrons.

**Responsibilities:** Field music reference questions via the web, phone, email or regular mail from a national and international clientele. Regular special projects involving weeding, shelf-reading and reorganization of the collection. Additional projects may involve editing or contributing to print and/or web-based content.

**Requirements/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. Able to read music, even complex music, and able to play an instrument (at least a piano) or who has sung reading music. A person who has performed in a musical group and knows classical European and American music is highly desirable. 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.

**Terms, Salary & Benefits:** This is a 6 month contract position. Salary: $20/hour. 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. Position is available immediately.
The MUSIC LIBRARY ASSOCIATION is looking for a Publicity Officer. [reposted from April 2003]

**Position Description:** The Publicity Officer is responsible for initiating, planning, coordinating, and implementing the informational, promotional, and advertising activities of the Music Library Association. The Publicity Officer is an ex-officio member of the Development Committee, the Publications Committee, the Membership Committee, the Marketing Subcommittee, and the Organizational Liaison Committee. The Publicity Officer reports to the President and Board of Directors and prepares the budget and the annual report.

**Responsibilities:** Increases the visibility of MLA, including writing press releases. Publicizes MLA activities, including announcements of awards, future meetings, and publications. Maintains publicity database. Works with Scarecrow Press on publicity for co-publications. Works with AR-Editions staff/MLA Business Office in order to keep publicity materials current. Arranges and coordinates MLA Exhibits at the annual meeting as well as meetings of other organizations.

**Job Requirements:** Membership in the Music Library Association with a good understanding of its organizational structure and publications. Effective communication skills including excellent writing and editorial skills. Experience in writing press releases desirable. Ability to be creative in enhancing and intensifying the visibility of the Association. Excellent organizational and management skills.

**Honorarium:** $2,000 per annum and expenses necessary to carry out responsibilities.

**Term:** Term to begin before the Washington D.C. meeting; annual reappointment up to four years.

**Application Deadline:** 15 June 2003

**Application:** Send nominations or letters of application accompanied by a résumé and the names of three references to Leslie Bennett, Chair, Publicity Officer Search Committee, Knight Library, 1299 University of Oregon, Eugene, OR 97403-1299, lbennett@oregon.uoregon.edu. Interviews will be held via conference calls. The other members of the Search Committee are Linda Solow Blotner and Alan Karass.

The UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL is looking for a Media Resources Librarian.

**Description:** The University of North Carolina at Chapel Hill seeks a knowledgeable, energetic, and technically competent librarian for the R.B. House Undergraduate Library's Media Resources Center. The newly renovated House Undergraduate Library (reopened in August 2002) provides an inviting environment for research, study, learning, and collaboration. The Media Resources Center (MRC) is one of the most popular service points in the Library.

**Responsibilities:** The Media Resources Librarian will provide the vision and leadership required to develop and sustain innovative and traditional services to support the audio-visual needs of library users; critically evaluate existing services and systems and explore new opportunities to meet user needs; develop collection development strategies for the MRC for its collections and lead in the selection of materials; serve on library committees as they pertain to the provision of media services to library users; promote Media Resources programs; direct the operations of the MRC; manage and lead a team of 6 full time staff, as well as student assistants; and plan, develop, and manage MRC programs and budget.

**Qualifications:** Required: Masters degree from an ALA-accredited program; supervisory experience in progressively responsible positions; knowledge of trends in delivery and preservation of media in libraries and instructional settings; experience working with visual and audio formats, particularly digital...
formats using a wide variety of media software on both Mac and PC platforms; and ability to find, adopt, and use relevant new technology and apply it to improve services experience in developing, implementing, and evaluating user service programs. Excellent interpersonal skills and communication skills; proven service orientation; commitment to individuality and diversity; and ability to work with diverse groups of users and staff. Preferred: Bachelor's degree or significant coursework in cinema, broadcasting, instructional technology or an allied field; public service experience in an academic library; and experience working with copyright law and fair use.

**Salary & Benefits:** Salary commensurate with qualifications and experience; excellent benefits package.

**Deadline:** Review of applications will begin in June 2003. Applications will be accepted until the position is filled.

**Application:** Send a letter of application, a résumé and the names, addresses, and telephone numbers of three professional references to: Media Resources Librarian, Mari E. Marsh, Director of Library Personnel, CB #3900, Davis Library, Chapel Hill, NC 27514-8890. For a full description of the position, see: [http://www.lib.unc.edu/jobs/](http://www.lib.unc.edu/jobs/).

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The MUSIC LIBRARY ASSOCIATION is looking for a Publicity Officer.

**Position Description:** The Publicity Officer is responsible for initiating, planning, coordinating, and implementing the informational, promotional, and advertising activities of the Music Library Association. The Publicity Officer is an ex-officio member of the Development Committee, the Publications Committee, the Membership Committee, the Marketing Subcommittee, and the Organizational Liaison Committee. The Publicity Officer reports to the President and Board of Directors and prepares the budget and the annual report.

**Responsibilities:** Increases the visibility of MLA, including writing press releases. Publicizes MLA activities, including announcements of awards, future meetings, and publications. Maintains publicity database. Works with Scarecrow Press on publicity for co-publications. Works with AR-Editions staff/MLA Business Office in order to keep publicity materials current. Arranges and coordinates MLA Exhibits at the annual meeting as well as meetings of other organizations.

**Job Requirements:** Membership in the Music Library Association with a good understanding of its organizational structure and publications. Effective communication skills including excellent writing and editorial skills. Experience in writing press releases desirable. Ability to be creative in enhancing and intensifying the visibility of the Association. Excellent organizational and management skills.

**Honorarium:** $2,000 per annum and expenses necessary to carry out responsibilities.

**Term:** Term to begin before the Washington D.C. meeting; annual reappointment up to four years.

**Application Deadline:** 15 June 2003

**Application:** Send nominations or letters of application accompanied by a résumé and the names of three references to Leslie Bennett, Chair, Publicity Officer Search Committee, Knight Library, 1299 University of Oregon, Eugene, OR 97403-1299, lbennett@oregon.uoregon.edu. Interviews will be held via conference calls. The other members of the Search Committee are Linda Solow Blotner and Alan Karass.

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**OHIO WESLEYAN UNIVERSITY,** Delaware, Ohio, is looking for a Librarian, Music or Music Branch Manager.

**Description:** The Ohio Wesleyan University Libraries have an opening for a Music Librarian or Music Branch Manager to work with faculty and serve as library liaison to the Music Department for collection
development; teach library instruction/information literacy classes, to provide reference service, and to represent the college at consortium and music librarian related meetings.

**Qualifications:** The **Music Librarian** requires a Master's degree in Library Science from an ALA accredited institution with music background and training desired. The **Music Branch Manager** requires a music degree (B.A. or B.M.) from an accredited institution with library experience desired. Applicants must have the ability to supervise and the ability to teach library instruction, provide collection development, and answer reference questions. Applicants must be team oriented, innovative, and energetic and possess excellent written, oral, and interpersonal skills. Experience with an online integrated library automation system and computer applications highly desirable.

**Salary:** Salary and position title are commensurate with education and experience (25-hour workweek during the academic year while school is in session).

**Deadline:** Review of applications will begin May 30, and applications will be accepted until the position is filled.

**Application:** Send cover letter, résumé, and names, addresses, and telephone numbers of three professional references to Tom Green, Associate Director of Libraries and Head of Public Services, Ohio Wesleyan University, Delaware, OH 43015. Ohio Wesleyan University is an Equal Opportunity, Affirmative-Action Employer and actively encourages the applications of minorities and women.

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**QUEENS COLLEGE**, Flushing, New York, is looking for a Music Librarian, Assistant Professor (tenure track).

**Description:** Queens College Music Library supports the Aaron Copland School of Music and is located within the Music building. ACSM has dynamic and competitive programs in musicology, theory and composition, performance, music education, and jazz. The Music Librarian works in collaboration with other library departments which are located in the Rosenthal Library and which supply acquisitions, cataloging, and circulation/reserve/ILL support. The Music Library uses the Columbia-Dickinson classification system for scores. The Music Library circulates performance music for the music school.

**Duties:** The Music Librarian supervises 2 full time staff and part time student assistants, provides reference, cataloging, and instruction services, and is an active liaison to faculty and students of the ACSM. In collaboration with ACSM faculty, the Music Librarian is responsible for collection development for all types and formats of materials. The Music Librarian may also participate in the general instruction program of the QC library department. The Music Librarian works with the Coordinator of Art and Music Libraries to utilize and integrate the services and systems of the QC library into the Music Library and to promote awareness of and utilization of Music collections in the general reference and instruction program. A librarian is expected to meet criteria of excellence in librarianship, scholarship, and service for tenure and promotion.

**Requirements:** MLS from ALA accredited school; graduate degree in music; successful administrative and supervisory experience; working knowledge of print and online resources for music; excellent written and oral communication skills; reading ability in one or more of the following languages: German, French, Italian. **Preferred:** Classroom teaching experience; music cataloging, web authoring; record of scholarship and/or professional activities.

**Rank & Salary:** Assistant Professor, $35,031-61,111 for 12 months commensurate with experience.

**Deadline:** 6/30/03. Anticipated appointment date: Fall 2003.

**Application:** Cover letter; curriculum vitae; names of four references with current telephone/fax/email to Chair, Music Librarian Search Committee, Rosenthal Library, Queens College, 65-30 Kissena Blvd, Flushing NY 11367-1597. Queens College is an AA/EOE/ADA employer.
TEXAS CHRISTIAN UNIVERSITY, Fort Worth, Texas, is looking for a Head, Music Library And Audio Visual Resource Center.

**Description:** The Mary Couts Burnett Library of Texas Christian University is seeking a flexible, resourceful and energetic librarian to coordinate, plan and manage its music library and audio visual resource center collections and services. S/he will be an active member of the public Services Division, will work closely with the library staff to ensure quality collections and services and will provide leadership and supervision to the staff of the Music Library and A/V Resource Center. S/he will lead liaison efforts with the School of Music and Department of Dance, and will serve on library teams and committees.

**Minimum Qualifications:** ALA-accredited MLS; undergraduate degree in music or experience in professional music performance; strong commitment to responsive and innovative service; excellent personnel management skills; knowledge of print and electronic resources in music; demonstrated understanding of current trends in information literacy; excellent interpersonal and communication skills; ability to work productively in a team environment; working knowledge of German or major Romance language.

**Preferred Qualifications Include:** Master's degree in music or professional level experience as performer; experience working in an academic library environment; teaching experience; team leader experience; experience with recording and playback technologies; experience with web design and creation; experience with music performance.

**Environment:** The Dallas/Fort Worth metroplex area is internationally renowned for its institutions for music education and is home to numerous performing organizations for symphony, opera, ballet, jazz and American musical theater. TCU was the original host for and is currently the archival repository for the International Van Cliburn Piano Competition. In 1953 TCU was the first institution in the nation to offer a BFA in ballet.

**Deadline:** Review of applications will begin July 1, 2003.

**Application:** Send current résumé; cover letter specifically addressing qualifications; and the names of three professional references to Dr. June Koelker, Associate University Librarian, Mary Couts Burnett Library, Box 298400, Texas Christian University Fort Worth, TX 76129. Telephone: (817) 257-6109. Fax: (817) 257-7282. E-mail: j.koelker@tcu.edu (send electronic submissions as Word attachments).

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**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, budget management, 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; knowledge of and experience with digital technologies; a minimum of three years professional experience in an academic music library.

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

**Deadline:** Applications submitted by July 15, 2003 will receive first consideration.

**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). The University of Pennsylvania is an Affirmative Action/Equal Opportunity Employer.

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MARTIN LUTHER KING, JR. MEMORIAL LIBRARY, Washington, D.C., is looking for a Performing Arts Librarian.

**Announcement No.:** 03-29

**Position Title:** Performing Arts Librarian, DS-1410-9/11

**Bargaining Unit:** Applicable

**Essential Employee:** Not applicable

**Functions:** Under the general supervision of the Chief, Music and Recreation Division, the incumbent furnishes reference and advisory service to the public; guides customers in the use of the on-line catalog, automated reference sources, world wide web; assists in developing the Division's collection, including books, periodicals, 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 bibliographic information for web pages and publication; creates specialized indexes; develops partnerships with the fine arts community and actively participates in professional organizations. Performs other related duties as assigned, including assisting customers in other subject divisions, as needed.

**Qualifications:** DS-9: A Master's Degree in Library Science is required. DS-11: A minimum of one year's experience at the DS-9 level in the 1410 Librarian series or equivalent experience. In addition, education and/or professional experience which have provided a broad knowledge in one of the performing arts is required. Special interest/background in sports, games, and recreation is desirable. 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.

**Hours:** As scheduled within the weekday hours 8:45 a.m. - 9:00 p.m. and on Saturdays as assigned.

**Salary:** DS 09 $35,719-46,015; DS-11 $43,053-55,494.

**Deadline:** 6/23/03 until filled (First screening date after 7/7/03).

**Application:** Submit D.C. Government Employment Application Form and a résumé to the Human Resources Department, Room 423, Martin Luther King, Jr. Memorial Library, 901 G Street N.W., Washington, D.C. 20001.

**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of 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. Sexual harassment is a form of discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

"**THE PRESIDENT'S OWN" UNITED STATES MARINE BAND** , Washington, D.C., is looking for a Music Librarian.

**Description:** The Marine Band Library staff of six librarians is responsible for preparing music used by the symphonic band, chamber orchestra, and chamber ensembles in over 800 public performances each year. The United States Marine Band was founded in 1798 and is America's oldest musical organization. The band's primary mission—to provide music for the President of the United States and the Commandant of the Marine Corps—requires a wide variety of musical ensembles ranging from a solo harp to a jazz combo to a one hundred piece symphonic band. The Marine Band is comprised of 143 of the nation's finest musicians.

**Qualifications:** Candidates should have a background in music and knowledge of instrumental music repertoire. Basic computer skills to include word processing and the ability to use an existing database are essential. The candidate should have good organizational skills, be able to work quickly and accurately, and be willing to work as a part of a team. Music library experience will be considered although all new staff members are trained in the procedures of the US Marine Band Library.

**Salary & Rank:** Those selected for the Marine Band are exempt from recruit training and are appointed to the rank of Staff Sergeant/E-6 (salary for 2003 is $38,100, $44,900 with dependants) under a contract "for duty with the US Marine Band only."

**Interview Schedule:** "The President's Own" United States Marine Band will hold interviews for a position on the Music Library staff. Interviews will be held on weekdays during the period September 17-26, 2003 in Washington, DC.

**Application:** For information please contact: Operations Officer, US Marine Band, 8th & I Sts SE, Washington, DC, 20390-5000 or email at perrywa@mbw.usmc.mil or visit the website at www.marineband.usmc.mil.

The UNIVERSITY OF SOUTHERN MISSISSIPPI, Hattiesburg, Mississippi, is looking for a Catalog Librarian for Monograph and Special Formats.

**Description:** The University of Southern Mississippi Libraries, including Cook Library, McCain Library and Archives, and USM Gulf Coast Library, seek a catalog librarian to catalog music and other special
formats. The libraries use OCLC/SOLINET for cataloging, and the Sirsi Unicorn integrated automated library system. Duties include original and complex edit cataloging in all subject areas for print and non-print formats, including electronic resources, and database maintenance and repair. Participates in administrative activities such as development of departmental policies and procedures, project planning, staff training and supervision; contributes to departmental and USM Libraries committees; and other special assignments. Reports to the head of Bibliographic Services.

**Qualifications: Required:** MLS from an ALA-accredited program; good oral, written, and interpersonal communication skills; excellent analytical and organizational skills, providing accuracy and attention to detail; knowledge of AACR2r, LC classification, LCSH, and knowledge of MARC formats; and familiarity with library automation and database structure, microcomputer, and Web applications. **Preferred:** Professional or pre-professional cataloging experience with OCLC/CatMicroEnhancer; advanced cataloging coursework and a technical services practicum preferably in electronic, music, or map cataloging. Training and supervisory skills are a plus as well as a demonstrated potential for professional development and growth.

**Salary, Rank & Benefits:** Librarians at The University of Southern Mississippi hold tenure-track, 12-month positions and have faculty status. Professional activity and service are expected. Salary: $34,000. Benefits include choice of retirement plans, health insurance, and 30 days of combined personal and sick leave.

**Deadline:** Review of applications will continue until position is filled. May or August 2003 LIS graduates are encouraged to apply.

**Application:** Send letter of application, résumé, and the names, addresses, phone numbers, and e-mail addresses of 3 current professional references to: Ann Branton, Chair, Catalog Librarian Search Committee, Cook Library, Box 5053, The University of Southern Mississippi, Hattiesburg, MS 39406-5053. AA/EOE/ADA. For more information about Bibliographic Services, see [www.lib.usm.edu/~techserv/bibindex.htm](http://www.lib.usm.edu/~techserv/bibindex.htm)

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**APPALACHIAN STATE UNIVERSITY**, Boone, North Carolina, is looking for a **Catalog Librarian**.

**Description:** Appalachian State University seeks a skilled and innovative librarian to catalog media materials in a variety of formats, including DVD/video, sound recordings, maps, posters, kits, and electronic materials, in a collegial, team-based environment. The successful candidate will perform original and complex copy cataloging of audiovisual materials using AACR2 2002 Revision, MARC formats, and the Library of Congress Subject Headings and Rule Interpretations; classify library materials; perform authority control and database maintenance; and participate in the development, documentation, and evaluation of cataloging unit procedures. Participation in reference work, library instruction, or another area of library service will also be required. Library faculty are expected to take leadership roles within the library and the university and to be active in scholarship and professional service. For more information about the university and the community, see prospective faculty FAQs at [www.hubbard.appstate.edu/fad/facultyfaq.html](http://www.hubbard.appstate.edu/fad/facultyfaq.html).

**Qualifications: Required:** Master’s degree from ALA-accredited program at time of appointment; knowledge of AACR2 2002 Revision, MARC formats, LC subject headings and classification, and Dewey Decimal classification; strong service orientation; excellent oral, written, and interpersonal skills; the ability to work effectively in a team-based environment; and commitment to professional service and scholarship. **Preferred:** Cataloging experience in an academic library using automated library systems; music cataloging experience; knowledge of or interest in the Appalachian region; knowledge of metadata standards and Web authoring; reading knowledge of one or more foreign languages; experience in reference and/or library instruction; experience or training in a multicultural environment; and a second advanced degree.
Salary & Rank: Salary and rank are nationally competitive and commensurate with qualifications. This is a tenure-track, 12-month faculty appointment at the Instructor or Assistant Professor rank. For appointment at the rank of Assistant Professor, a second advanced degree and three years of experience are required.

Deadline: Applications should be received by August 25 for full consideration. Review of applications will continue until position is filled.

Application: Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Mary Reichel, University Librarian, Attn.: Catalog Librarian Search Committee, University Library, POB 32026, Boone, NC 28608-2026. The library strongly encourages application from members of ethnic and racial groups representative of Appalachian student minorities, principally African Americans, Hispanic Americans, Native Americans, and Asian Americans. Appalachian State University is an affirmative action, equal-opportunity employer.

IOWA STATE UNIVERSITY, Ames, Iowa, is looking for a Social Sciences & Humanities Librarian, Fine & Performing Arts.

Description: Works in an innovative and team-based centralized reference environment that emphasizes electronic reference and user education. Facilitates access to the e-Library, a virtual library with a full complement of electronic collections and services, including a consolidated discovery tool developed as part of an ongoing ARL research and development project. Will assist in the planned construction of a "Fine & Performing Arts Wing" within the e-Library. Works at the General Reference Desk in the main library, answering questions on all subjects, including some evenings and weekends. Serves as a subject specialist in the Social Sciences & Humanities Department as part of a team of 10-12 faculty members. Responsible for in-depth reference, instruction and collection development in the fine and performing arts, including: art, music, theater, dance, and design. Participates in the e-Library’s Instruction Commons, an innovative program based on partnerships with the teaching faculty. Library faculty have a strong commitment to instruction, and consider this an important position responsibility. Acts as liaison with associated academic programs and departments. Position reports to the Head, Social Sciences & Humanities Department. For more information, see www.lib.iastate.edu/libinfo/reptempl/empl_fapalib.html.

Qualifications: Required: ALA-accredited MLS. Ability to meet promotion and tenure requirements (Assistant Professor-potential for meeting promotion & tenure standard of excellence in scholarship; Associate Professor-record of excellence in scholarship). Undergraduate degree in any of the arts areas listed above OR one or more years experience in reference/collection development in one or more of these areas. Experience and/or course work in reference using a wide variety of electronic resources. Strong commitment to public service. Ability to work effectively with all levels of university clientele, and in a changing environment. Excellent interpersonal, presentation and communication skills. Preferred: Advanced degree in one of the fine or performing arts areas. Ability to build and manage research library collections, especially in the areas of academic specialty. Experience developing and delivering discipline-related instructional sessions. Familiarity with current copyright issues in the areas of fine and performing arts.

Salary, Rank & Benefits: $35,000 minimum. TIAA/CREF, excellent group medical, dental and life insurance, 24 annual days vacation and 18 annual days sick leave. This is a full-time, 12-month faculty appointment as Assistant Professor or Associate Professor.

Deadline: To guarantee consideration, application must be received by September 15, 2003. The proposed start date is November 15, 2003.

Application: Submit letter of application, vita, and the names, addresses and telephone numbers and e-mail addresses of three references to: Chair, Fine & Performing Arts Librarian Search Committee, Iowa
THE LOUISVILLE ORCHESTRA, Louisville, Kentucky, is looking for a **Music Librarian.**

**Qualifications:** Applicant should be a musician and have knowledge of orchestral repertoire and instrumentation. It is preferred that applicants have prior orchestral library experience. Applicants must be organized and able to handle numerous jobs simultaneously.

**Salary & Benefits:** Compensation package includes health and life insurance.

**Deadline:** Review of applications will continue until position is filled. May or August 2003 LIS graduates are encouraged to apply.

**Application:** Send letter of application and resume to: Michael Beattie, General Manager, The Louisville Orchestra, 300 W. Main St., Louisville, KY 40202. Tel: (502) 585-9433 ; Fax: (502) 589-7870 ; E-mail: mbeattie@louisvilleorchestra.org.

QUEEN’S UNIVERSITY, Kingston, Ontario, is looking for a **Head, W.D. Jordan Special Collections and Music Library, Curator of Special Collections and Conservation Coordinator.**

**Description:** Queen’s University Library seeks an innovative, energetic and service-oriented librarian to assume the position of Head of the W.D Jordan Special Collections and Music Library, Curator of Special Collections and Conservation Coordinator for Queen’s University Library. Reporting to an Associate University Librarian, the Home Unit leader is responsible for providing leadership, management and direction in the planning, development, and delivery of high-quality library services and collections to support teaching and research in the School of Music and in the academic departments who are the primary users of Special Collections, and to support the use of Special Collections by the University and the broader community. As Curator of Special Collections, the librarian develops and promotes the collections, liaising with actual and potential donors and acts as Conservation Coordinator for the Library System. The Home Unit Leader consults and collaborates with other units within Queen’s University Library and participates in the Library’s team-based organization and decision-making processes. For a complete position guide, see [http://library.queensu.ca/libdocs/posguide_jl2003head.htm](http://library.queensu.ca/libdocs/posguide_jl2003head.htm).

**Qualifications:** **Required:** An ALA-accredited MLS or equivalent with a strong academic background (Masters required) preferably in Canadian Studies; reading knowledge of French. Several years of successful experience in the management and provision of services related to Special Collections, preferably in an academic setting, including significant administrative experience; strong management; analytical, problem-solving skills, interpersonal and communication skills (both written and oral); a proven record of success in gifts and donor-management; demonstrated familiarity with the history of books and printing, the antiquarian book trade and library preservation practice and conservation techniques. Familiarity with print and electronic resources that support the collections. Demonstrated collaborative, innovative, proactive and facilitative leadership; ability to mentor, coach and motivate staff; an understanding of user needs; a commitment to developing an environment that supports the creation of a learning organization and the ability to work productively in a team-based and a self-directed environment are required. **Preferred:** Familiarity with digital preservation issues and applications in the Special Collections environment is desirable. Familiarity with British and European literature and history and music disciplines are assets. Experience with fund-raising is an asset.

**Salary & Benefits:** Librarians are members of the Faculty Association and terms and conditions of work are governed by the collective agreement between the Association and the University (see [http://www.queensu.ca/qufa/](http://www.queensu.ca/qufa/)). It is anticipated that this position will be filled at the rank of
Associate Librarian or Librarian (minimum salary for the Associate Librarian rank is $53,553; minimum salary for the Librarian rank is $63,753). Salary and rank will be commensurate with qualifications and experience. There is an administrative stipend associated with the position.

**Deadline:** August 6, 2003.

**Application:** Applicants are requested to mail or fax an application letter, with a resume and the names of three references to: Paul Wiens, University Librarian, Joseph S. Stauffer Library, Queen’s University, Kingston, Ontario K7L 5C4. Fax: (613) 533-6362. Queen’s University is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people, persons with disabilities, gay men and lesbians. Canadian citizens and permanent residents will be considered first for this position.

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WETA-FM, Arlington, Virginia, is looking for a **Radio Music Librarian**.

**Description:** Provide reference, logistical and maintenance support of music library. The library contains over 20,000 compact discs (CDs), consisting mostly of classical music. Assist Music Director and announcers in preparation of on-air music programs. Report to Program Director. Pull and re-file CDs for on-air shifts. Audition and evaluate new CDs and make recommendations to Music Director. Enter CD information into computer database. Process new CDs for library use, including labeling and timing. Assist producers in researching production music. Assist Music Director in maintaining liaison with record companies and distributors. Maintain relationships with local record stores. Research and recommend music premia for on-air pledge drives. Work with Music Director with research and acquisition of CDs.

**Qualifications:** Broad knowledge of classical music including composers, repertoire, composer cataloging systems, performers. Familiarity with computers and computerized database systems. Familiarity with record labels and distributors. Experience in library systems preferred. Knowledge of foreign languages a plus. Must be detail oriented, extremely accurate and thorough. Must be self-motivated with ability to follow through on long-term projects with a minimum of supervision.

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

**Application:** Apply online at [www.weta.org](http://www.weta.org), or send your resume and cover letter to: WETA-FM, Music Librarian Search, 2775 S. 30th St., Arlington, VA 22206. No phone calls please.

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NORTHEASTERN UNIVERSITY, Evanston, Illinois, is looking for a **Music Technical Services Librarian**.

**Position Description:** Administers Music Library technical services. Serves as the principal music cataloger, including responsibility for setting cataloging priorities, policies, and standards. Performs authority work for Music Library materials. Manages the ordering and processing of printed music and sound recordings. Assists with reference services as needed.

**Responsibilities:** Serves as principal cataloger for printed music, sound recordings, DMA projects, and music microfilms, utilizing OCLC, AACR2rev, LCSH, LC classification schedule M, and Voyager. Establishes cataloging priorities, policies, and standards for the Music Library. Performs authority work for Music Library materials. Revises cataloging as necessary. Selects, trains, and supervises one librarian, and four and one-half senior library assistants who supervise ca. six student assistants, and occasional extra staff assigned to special projects. Administers the ordering and processing of all music and sound recordings. Serves as a liaison to appropriate Technical Services and other departments in the Main Library as required. Administers special projects in music technical services. Other job-related duties as assigned.

**Qualifications:** Master’s degree from an accredited program in library science or the equivalent combination of education and relevant library experience. Strong music background; a Master’s degree
in music preferred. At least three years music cataloging experience. Familiarity with automated cataloging systems and tools. Knowledge of OCLC cataloging procedures. Demonstrated supervisory experiences and skills. BIBCO and NACO experience desirable. Working knowledge of two or more modern foreign languages. Broad knowledge of musical repertory. Effective communications skills and demonstrated managerial abilities. An awareness of current concerns and developments in technical services and music librarianship.

**Salary:** Dependent on qualifications and experience, $35,000 minimum.

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

**Application:** Send letter of application and resume, including names of three references, to Peter J. Devlin, Personnel Librarian, Northwestern University Library, 1970 Campus Drive, Evanston, Illinois 60208-2300 or library-personnel@northwestern.edu. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

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SOUTHERN METHODIST UNIVERSITY, Dallas, Texas, is looking for a **Librarian I (Music Cataloger).**

**Position Description:** This position reports to the Director for Bibliographic Control and is responsible for original and copy cataloging and classification of bibliographic materials for Central University Libraries, with specialized expertise in the area of music. The Libraries use OCLC/AMIGOS for cataloging and the Endeavor Voyager library management system. Primary responsibilities include, but are not limited to: cataloging music scores, sound recordings, and other resources in a variety of formats and languages; establishing and maintaining authority files; contributing to the development of divisional policies and procedures; working with library staff to verify the accuracy of bibliographic, holdings and authority records in the online catalog.

**Qualifications:** Required: M.L.S. degree from an ALA-accredited library school. (Applicants expecting degree completion by December 2003 will also be considered.) Degree in music or strong music background; cataloging proficiency in at least one foreign language. Knowledge of AACR2, LCSH, and Library of Congress classification schedules is essential. Also, possess organizational skills, with emphasis on accuracy and the ability to establish and maintain effective working relationships; ability to work in a team environment; capacity to follow established procedures and perform work requiring considerable attention to detail and accuracy; ability to communicate effectively both verbally and written and prioritize and meet appropriate deadlines and production goals. Ability to work at a computer station for extended periods. Preferred: Experience in an academic or research library, preferably in the cataloging of music materials. Experience with an automated library system is a plus.

**Salary, Rank & Benefits:** Salary is in the low $30,000s and is at the rank of Librarian I. SMU offers a comprehensive benefits package including retirement plan with immediate vesting and tuition benefits for employees and their families. SMU is an AA/EOE/Title IX employer. See full job description at http://www.smu.edu/cul/joblistings/index.html.

**Deadline:** September 22, 2003.

**Application:** Please submit cover letter, resume and contact information for 3 references to: Search Committee/Music Cataloger Position # 052298, Southern Methodist University, P.O. Box 750232, Dallas, TX, 75275-0232.

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TEXAS TECH UNIVERSITY, Lubbock, Texas, is looking for a **Music Librarian.**

**General Information:** Texas Tech University is a state-supported institution with an enrollment of 25,000. It offers a wide range of academic programs in thirteen colleges and schools, including law and medicine. There are approximately 115 master’s degree programs and over 58 at the doctoral level.
Texas Tech is a member of the Association of Research Libraries, Greater Western Library Alliance and Texshare. The newly renovated University Library (http://www.lib.ttu.edu) has over 2.1 million volumes and an annual budget of over $9 million. Lubbock has a metropolitan population of 224,000 and is the regional center for education, agriculture, health care, banking, and business.

**Position Description:** Responsibilities include: catalog music scores and books on music and other special formats using OCLC and standard cataloging and classification tools such as AACR2, LC classification, LC Subject Headings and MARC formats; provide assistance in the management of the acquisitions, cataloging and processing of scores, sound recordings and other special formats; assist in the maintenance of the online system and local authorities; assume workflow management responsibilities for multiple concurrently running projects; work in collaboration with other library departments; participates in development of departmental policies and procedures, project planning, staff training and supervision; and stay abreast of current developments in library and music issues through active participation in professional organizations.

**Qualifications:** Required: ALA-accredited Master's degree or international equivalent. Bachelor's degree in Music, significant knowledge of music literature, and knowledge of one or more foreign languages. The applicant must have strong interpersonal, oral, and written communication skills. Basic computer skills including practical knowledge of both MAC and PC computer systems. Must be able to work independently and also participate in a team environment. Preferred: Knowledge of information standards (e.g., Z39.50, MARC, HTML, and DUBLIN CORE), familiarity with print and online music reference resources, musical experience including graduate work, demonstrated teaching ability, and knowledge of integrated library systems.

**Salary and Benefits:** Depending on qualifications and experience, minimum of $36,000. Comprehensive benefits include choice of retirement programs, including TIAA-CREF; 13 state holidays; developmental leave opportunities; moving allowance; and no state or local income tax.

**Deadline:** Review of applications will begin August 24, 2003 and will continue until position is filled.

**Application:** Send letter of application indicating qualifications and interest in the position, current resume, and names and contact information of three references to the Human Resources Office, Texas Tech University Library, Box 40002, Lubbock, TX 79409-0002. Electronic submissions are welcome and should be sent to carol.roberts@ttu.edu. Please address all correspondence to the Search Committee Chair, and specify the title of the position. Texas Tech University is an EEO/AA/ADA employer. All applicants for this position should submit application material directly to the employer, not to the local Employment Service Office. A competitive recruitment and selection process is being conducted and if a U.S. worker is not selected pursuant to this process, an Application for Alien Employment Certification may be filed on behalf of an alien to fill the job opportunity. Any person may provide documentary evidence bearing on the application to the local Employment Service Office and/or the regional CO of the DOL.
technically innovative leader with a strong customer-oriented approach and creative vision to manage and develop Library Media and Slide Library collections and services through the use of new digital technologies.

**Responsibilities:** The incumbent will work closely with faculty and staff to analyze and update the media collection with appropriate materials and formats; develop and maintain online electronic reserve services for audiovisual materials in cooperation with others; investigate and develop technical capabilities for streaming video and audio, as appropriate and in keeping with fair use and copyright provisions as they apply to library media and digital collections; maintain current understanding of the hardware, software, and protocols necessary for providing access to analog and digital multi-media and image collections; provide reference and circulation services for faculty and students as needed, including specialized media instruction; integrate Media and Slide Library workflows with library information management system(s) and explore new capabilities such as media booking; supervise staff and student assistants; and perform other duties as assigned.

**Qualifications:** ALA-MLS or proof of expected August 2003 graduation required. Recent MLS graduates are encouraged to apply. Demonstrated knowledge of and interest in analog and digital media formats; experience and aptitude with computer technologies, digitization protocols and web development; demonstrated analytical, organizational, interpersonal, and excellent oral and written communication skills. Successful candidate will have the ability to work independently, as well as in a team environment. UMBC is a highly selective and diverse campus (>34% minority enrollment); candidates must demonstrate ability to strengthen library services to a diverse user group. Supervisory experience; prior coursework or experience with music, film, visual arts or performing arts; and an understanding of academic libraries highly desirable.

**Salary, Rank & Benefits:** Position is a 12-month library faculty appointment at anticipated rank of Librarian I or II. Rank and salary commensurate with qualifications. Comprehensive benefits. While the salary range has not yet been established, the position will have a minimum salary of $40,000 per year if hired at the Librarian I level. The successful candidate will be expected to meet library and university requirements for reappointment, promotion, and permanent status. See the UMBC Faculty Handbook and the UMBC Library Faculty Rank and Review Procedures for further details.

**Deadline:** Review of applications will begin September 19, 2003, and will continue until the position is filled.

**Application:** Send letter of application, resume, and names w/e-mail addresses of three references to: Larry Wilt, Director of the Library, Library 353, UMBC, 1000 Hilltop Circle, Baltimore, Maryland, 21250. Applications are also accepted via e-mail to: aok@umbc.edu. UMBC is an Affirmative Action/Equal Opportunity Employer.

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**The Manhattan School of Music**, New York, New York, is looking for a **Library Technical Services Manager**.

**Position Description:** The Technical Services Manager has primary responsibility for the physical processing of all library materials--music scores and parts, CDs, DVDs, books--including the following duties: 1) Preparation of print materials for the bindery as well as supervision of their final processing when they are returned; 2) Supervision and coordination of all in-house binding and repair operations; 3) Ordering supplies for binding, processing, and all other library functions; 4) Participation in the preparation of the supplies and bindery budget and processing invoices; 5) Supervision of a full-time assistant, including training when necessary; 6) Reference duties (approximately 5 hours per week); and, 7) Other duties as required.

**Qualifications:** **Required:** Undergraduate music degree (classical); strong organizational skills; an eye for detail; basic competence in European languages. **Preferred:** Previous experience working in a library,
especially one with a large music collection; experience binding print music materials; experience working with commercial binders.

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

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

**Application:** Send or e-mail letter of application, current resume, and three references (names, addresses, and telephone numbers) to Peter Caleb, Director of Library Services, The Peter Jay Sharp Library, The Manhattan School of Music, 120 Claremont Avenue, New York, NY 10027; pcaleb@msmnyc.edu. The Manhattan School of Music is an AA/EOE employer.

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THE MUSIC LIBRARY ASSOCIATION is looking for an **Editor of NOTES**.

**Position Description:** Oversees the publication of NOTES, the Music Library Association's quarterly journal.

**Duties:** Appoints assistant and contributing editors and coordinates contributions from them, including preparation of manuscript, proofreading, collation of proofs, etc. Solicits and edits articles for publication; coordinates peer review of submissions. Prepares "Notes for NOTES" column and other editorial matter. Works with the printer and distributor to maintain publication schedule and production quality. Reports to the MLA Board on the state of the journal. Serves on the MLA Publications Committee. Prepares an annual budget and monitors expenditures.

**Qualifications:** Administrative experience, including the successful planning and observance of long-term schedules. Writing and editorial skills, including a thorough knowledge of English prose style and familiarity with the *Chicago Manual of Style*. Broad knowledge of the literature of music and music librarianship. Familiarity with the Music Library Association and its membership. Understanding of MLA's goals and NOTES's role in realizing them. Ability to provide attention to detail, to inspire contributors, and to work well under pressure and with a variety of people. Familiarity with word-processing programs and electronic document transfer over the Internet. Budgeting experience also desirable.

**Appointment and Remuneration:** Appointment to be made in February 2004. Editorial work to commence in spring 2004 with the preparation of the manuscript for volume 61, number 2 (December 2004). The editor receives an honorarium ($3,300 for FY2003-4) plus expenses.

**Deadline:** November 1, 2003.

**Application:** A letter of application, resume, and names of three references should be sent to: Richard Griscom, Notes Search Committee, 2136 Music Building, 1114 W. Nevada St., Urbana IL 61801. Interviews will be held via conference calls or at the annual meeting in Washington, D.C., in February 2004. Other members of the search committee are Bonna Boettcher, David Hunter, Constance Mayer, and Eunice Schroeder.

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THE NEW YORK PUBLIC LIBRARY, New York, New York, is looking for a **Librarian II (or Librarian I on a training basis) for The Research Libraries/Technical Services/Performing Arts Processing Project**.

**Position Description:** Under the supervision of the Librarian III, processes archival collections held by The New York Public Library for the Performing Arts, including physical and intellectual arrangement and description of materials. Writes and encodes archival finding aids for the Internet, in accordance with local and national standards. Performs original cataloging in RLIN, OCLC and/or local databases in accordance with local and national standards. Oversees the work of library technical assistant(s). Identifies conservation needs. Performs related duties as required.
**Qualifications:** ALA accredited Master's degree in Library and Information Studies. Successfully demonstrated professional archival processing experience, including original cataloging. Successfully demonstrated knowledge of and experience with AACR2, MARC formats, LC subject headings, and standard archival processing practices. 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. 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. Knowledge of basic software applications, including MS Word and Excel. Experience with the handling and original cataloging of archival materials. Knowledge of Encoded Archival Description preferred. Knowledge of performing arts-related reference materials preferred. Supervisory experience preferred.

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

**Application:** Please send cover letter and resume. Refer to code LS-WLII in the subject line. Resumes may be sent via e-mail to lsresumes@nypl.org, or via regular mail to: The New York Public Library, HR Dept - Code LS-WLII, 188 Madison Avenue, 5th Floor, New York, NY 10016. Fax: (212) 592-7327. For further information about applying for jobs at NYPL see "Employment Opportunities" at www.nypl.org.

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THE VIRGINIA SYMPHONY, Norfolk, Virginia, is looking for a Librarian.

**Position Description:** The Librarian is responsible for providing and organizing all of the music needed for performances and for maintaining the orchestra's library of parts and scores.

**Qualifications:** Must have at least 3 years library experience and the ability to work well under pressure. Concert duty will require some nights and weekends.

**Salary and Benefits:** Competitive salary, health insurance, cafeteria plan, and pension plan (included in musician's union agreement).

**Deadline:** December 1, 2003.

**Application:** Please send a cover letter, resume and 3 references to Erica Zenzer, Director of Operations, 880 N. Military Highway, Suite 1064, Norfolk, Virginia 23502. Fax: (757) 466-3046.

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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. Denison University is an AA/EEO employer. Minorities and persons with disabilities are encouraged to apply.

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.

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 LCR; 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, 120 Claremont Avenue, New York, NY 10027; pcaleb@msmnyc.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 for a complete job description and instructions on how 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:** A LA accredited Master's degree in Library Science and substantial experience with special 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. 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.
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 for more information on this dynamic project. NYPL is an equal opportunity employer.
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 for more information on this dynamic project. NYPL is an equal opportunity employer.

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 for more information on this dynamic project. NYPL is an equal opportunity employer.

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 for more information. NYPL is an equal opportunity employer.

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.


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. 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.

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, relation, 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.

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), 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.

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.
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 word 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.

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.

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.


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.


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 committment 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.


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GETTYSBURG COLLEGE, Gettysburg, Pennsylvania, is looking for a Music Cataloger.

**Position Description:** Gettysburg College seeks a Project Music Cataloger to catalogue a large collection of musical scores recently donated to the College. This is currently designed as a temporary position. The successful candidate will have the choice to work full-time hours for six months or part-time hours for twelve months. There is a possibility that this position may evolve into an on-going position. Gettysburg College was recently the recipient of a large gift designated to establish a Music Conservatory. This position reports to the Library's Head of Technical Services.

**Responsibilities:** Performs original and copy cataloging and classification of musical scores; develops procedures and oversees the physical processing of these materials. Other responsibilities may include but are not limited to cataloging sound recordings and other music resources.

**Qualifications:** ALA-accredited Master's degree. (Applicants expecting to complete their degree by January 2004 will also be considered.) Degree in music or strong music background. Knowledge of AACR2, MARC formats, LCSH, and Library of Congress M classification schedule is essential. Successfully demonstrated experience using an online bibliographic utility, such as OCLC, and an online local cataloging system. Ability to follow established procedures and perform work requiring attention to detail and accuracy. Demonstrated ability to prioritize, work independently, and meet appropriate deadlines and production goals. Knowledge of basic software applications, including MS word and Excel. Experience with III integrated library system a plus. This project will require working at a computer station for extended periods of time.

**Salary & Benefits:** Salary is competitive. A liberal benefits package is available to the candidate who chooses to work full-time for six months.

**Deadline:** Applications received by December 19, 2003 will receive the fullest consideration. Position will remain open until filled.

**Application:** Send letter of application, resume and the names and addresses of three references to: Jennifer Lucas, Assistant Director of Human Resources, Gettysburg College, Box 2443, Gettysburg, PA 17325. E-mail address: jlucas@gettysburg.edu. Visit the web site at http://www.gettysburg.edu/library for more information about library services. Gettysburg College is committed to creating a more diverse community; as part of that process, the College gives candidates from historically underrepresented groups strong consideration.

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The MUSIC LIBRARY ASSOCIATION is looking for a Web Site Editor.

**Description:** The Music Library Association web site is an official publication of the Association. It provides the online version of the MLA administrative structure and other official MLA documents;
information about MLA's publications, awards, annual conferences, and other activities; the online version of certain publications including the Newsletter and monthly Job List; information, documentation and data from MLA committees; MLA news and press releases; links to external documents from MLA committees and the regional chapters; and links to related professional organizations. The MLA web site is primarily for the membership but also provides information about MLA and music librarianship to students, potential MLA members, and those in the music business and other music professions. Along with Notes, it is the Association's most visible presence in the world at large.

**Responsibilities:** Updating the MLA web site in a regular and timely manner and in coordination with the Treasurer / Executive Secretary and members of the MLA administrative structure. Maintain and revise the structure and graphical content of the web site to ensure that it is easy to navigate, inviting to use, and provides an accurate and professional representation of the Music Library Association on the world wide web. The Editor also: Develops and maintains submission guidelines for the web site. Encourages new content and uses for the web site in relationship with MLA committees and roundtables and the MLA Board. Develops and maintains forms for internal MLA business. Responds to e-mail sent to the web editor, or forwards it to the appropriate MLA officer or to MLA-L. Provides support for MLA chapter web site editors and editors of other MLA web sites (committee sites, MOUG, annual conference local arrangements web sites, etc.). Maintains MLA’s three domain names. Submits a quarterly report to the MLA Board.

**Relationships:** The web editor works with every part of the MLA administrative structure to keep the web site current but particularly with the Treasurer / Executive Secretary. The editor also works with the editors of other MLA publications and with the MLA chapter web site editors. The editor serves as a member of the Publications Committee and ex officio on other computer and web-related committees.

**Qualifications:** Required: Ability to write and edit basic html; knowledge of the common web browsers and programs for maintaining web sites: Netscape, Internet Explorer, and an html editor; familiarity with web file formats for graphics and text such as html, html forms, .pdf, .GIF, .jpg, etc.; experience with a graphic editor or web graphic tools such as Photoshop or Imageready; ability to edit documents for grammar, punctuation, and clarity. Individual membership in MLA at time of appointment and during employment. Desired qualifications: Basic knowledge of javascripts; familiarity with the MLA administrative structure; and aesthetic judgment.

**Honorarium:** $2000

**Deadline:** January 15, 2004

**Application:** Interviews will be held at the MLA meeting in Crystal City, Arlington, VA, February, 12-15, 2004. Arrangements can also be made for applicants not attending the meeting. Members of the search committee are: David Gilbert (Chair), Nancy Nuzzo (Ex-Officio), Antonio Calvo, and Stephen Mantz. Please submit via e-mail attachment or postal service a letter of application, resume, and names and contact information for three references to: David Gilbert (dgilbert@library.ucla.edu), UCLA Music Library, 1102 Schoenberg Music Building, Los Angeles, CA 90095.

NORTHWESTERN UNIVERSITY, Evanston, Illinois, is looking for a Head of the Music Library (Search Reopened).

Northwestern University Library is seeking a creative and dynamic music librarian to lead its Music Library.

**Environment:** Northwestern's Music Library's holdings of over 250,000 volumes encompass most genres and historical periods of music. Materials relating to post-World War II music constitute an internationally recognized collection of distinction. Other special collections include the Foundation for Contemporary Performance Arts "Notations" Collection, the John Cage Archive, the Fritz Reiner Library,
numerous music manuscripts, rare early music editions and treatises, and a portion of the Moldenhauer Archives. For more information about the Music Library and its services see http://www.library.northwestern.edu/music/.

**Summary:** Responsible for the overall management of the Music Library, including policy formulation, budget preparation and implementation, collection management, public and technical services activities, and liaison with the School of Music. Responsible for the acquisition of printed music and special materials collection development.

**Responsibilities:** Performs administrative and budget management tasks, including formulating and implementing goals, objectives, policies, and procedures; setting priorities; allocating financial, staff, and space resources. Manages a staff of 3 librarians and 5 support staff. Administers the Music Library collection development activities including the solicitation of gifts. Manages the music manuscript collections. Serves as bibliographer for printed music and special materials. Maintains liaison with the School of Music and engages in appropriate activities with both local and national music library associations and organizations. Serves on the Library's Management Council.

**Qualifications:** Masters degree from an ALA-accredited program in library science or equivalent combination of education and relevant library experience. Advanced degree in music, preferably musicology. At least five years experience in a music library, preferably at an academic or research institution. Demonstrated managerial and collection development experience. Substantial knowledge of music repertory, music bibliography, and music acquisitions. Awareness of current concerns and developments in music librarianship.

**Salary:** Salary commensurate with qualifications and experience ($50,000 minimum).

**Deadline:** Applications received by January 15, 2004 will receive first consideration.

**Application:** Send letter of application and resume, including names of three references, to Peter J. Devlin, Personnel Librarian, Northwestern University Library, 1970 Campus Drive, Evanston, Illinois 60208-2300 or library-personnel@northwestern.edu. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

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

**Description:** Performs original and copy cataloging of printed music, sound recordings, books, and microforms. This position reports to the Music Technical Services Librarian.

**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:** Required: Master's degree from an accredited program in library science or the equivalent combination of education and relevant library experience; strong background in music; working knowledge of creating and editing bibliographic records in OCLC as well as searching name and subject authority files; problem-solving, organizational skills, and attention to detail; self-motivation and ability to work collaboratively. Preferred: Degree in music; music cataloging experience and familiarity with integrated online library systems; NACO experience a plus; bibliographic knowledge of two or more Western European languages.

**Salary:** Dependent upon qualifications and experience ($32,500 minimum)

**Deadline:** Applications received by January 5, 2004 will receive first consideration.

**Application:** Send letter of application and resume, including names, addresses, and phone numbers of three references, to Peter J. Devlin, Personnel Librarian, Northwestern University Library, 1970 Campus Drive, Evanston, Illinois 60208-2300 or library-personnel@northwestern.edu. Northwestern University is
an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.