



Music Librarian Job Description
(Member of the Executive)
August 2017

- At the start of each new session, obtain all new music and borrow music as needed.
- Make photocopies if there is not enough music for all registered members.
- Number and stamp all copies of music that the choir owns.
- Prepare envelopes for each choir member and distribute and record their music numbers and the amount paid once they have registered and paid in full.
- Advise choir members of the following, once music is distributed:
 - Do **not** punch holes in your music sheets.
 - Do **not** use a marker or pen on your music sheets.
 - Please use the pencils provided to make notes **INSIDE** the music sheets.
 - Do **not** mark the front of your music sheets – there is paper in your envelope for notes.
 - Do **not** write on the envelopes – we recycle these.
 - Please return your music right after the concert.
- Remind members that:
 - Each member is responsible for the music on loan to them.
 - If their music is lost or not returned, a fee will be imposed to cover the cost of the music.
 - Such a fee could be costly, because purchasing individual copies can be expensive.
- Collect all music after a concert or performance.

- Check all returned music to be sure all copies have been returned, and return any borrowed music.
- E-mail or call delinquent members to have them return their copies of the music.
- Keep filing cabinets up to date, ensuring that music is in order numerically and filed alphabetically.
- If another choir or group borrows music from our library, keep track of the contact person and music numbers borrowed.
 - There is no fee for borrowing, but the group borrowing must pick up the music and then deliver the music back to us.
 - If any copies are missing or damaged, the group borrowing must pay a fee to cover our cost of replacing the music.
- Advise choir members of required uniform/dress for concerts or other performances.
- Order RED or BLACK scarves when required for our new members for the required concert uniform.
- Bring appropriate additional music to performances when required, such as:
 - *Singout* booklets;
 - Remembrance Day booklets;
 - Christmas Carol booklets.

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