Head of Music Library Cataloging

Indiana University Bloomington Libraries

William and Gayle Cook Music Library

Job Location: Indiana

Apply By: **07-26-2013**

Date Created: **06-14-2013**

Seeking experienced music cataloger for Head of Music Library Cataloging position for William and Gayle Cook Music Library. Reporting to Head of Technical Services, Cook Music Library, will serve as head music cataloger, will catalog books, scores, recordings, other materials in various languages and formats. Responsibilities: supervises five FTE staff, including two librarians, two support staff, and hourly student assistants; develops and documents music cataloging procedures and policies in keeping with current national standards and local IU Libraries practice; catalogs books, scores, manuscripts, dissertations, electronic resources, sound recordings, scores and parts in the collections of the Performing Ensembles Division, and other monographic materials. Qualifications: Required:ALA-accredited MLS; Bachelor's degree in music; skill in original cataloging of scores and sound recordings; bibliographic knowledge of Western European languages, particularly German, French, Italian, and Spanish; broad knowledge of musical repertoire; must be able to meet requirements of tenure-track librarian position. Salary and benefits: salary is competitive and commensurate with experience and education. For additional responsibilities, qualifications, and salary and benefits information go to: http://www.libraries.iub.edu/index.php?pageId=1410. To apply: Review of applications will

begin July 12, 2013, and will continue until the position is filled. For full consideration, applications must be received prior to July 26, 2013. Please send letter of application, professional vita, and the names/addresses/telephone numbers of four references to: Jennifer Chaffin , Director of Human Resources , Libraries Human Resources , Herman B Wells Library 201, Indiana University. Bloomington, IN 47405. Phone: 812-855-8196. Fax: 812-855-2576. Email: libpers@indiana.edu. Indiana University is an Equal Opportunity/Affirmative Action Employer. Indiana University has a strong commitment to principles of diversity and in that spirit seeks a broad spectrum of candidates including women, minorities, and persons with disabilities.

Related Documents

There are no related documents for this job post.