

Music Library Assistant

Reports to	Adam Crandell, Music Librarian
Hours per Week	6-10
Number of Open Positions	1

Job Description

Patron assistance

- circulates scores, recordings, and reserve materials
- help patrons use the tri-college catalog
- help patrons retrieve scores and recordings
- help patrons use the reference collection and reference databases
- help patrons use equipment, e.g. printer, photocopier, A/V, general software (like MS Word, Excel, etc.), and specialty software (like Sibelius, Audacity, etc.)
- help maintain a library environment by monitoring noise, food, and drink

Stack maintenance

- shelving
- shelf reading

Special projects such as

- database maintenance
- cleaning equipment
- creating streaming audio files for electronic reserves

Qualifications

Must be reliable and conscientious, be able to work independently, and pay close attention to detail. Must have good communication skills. Must be flexible in work hours (will require daytime, evenings, and/or weekends).

Knowledge of music (especially classical music) and music software is desirable. Previous library experience is desirable. Reading knowledge of foreign languages is desirable.

How to Apply

We are accepting applications on a rolling basis. Forms can be found at our circulation desk and on our website at <http://www.haverford.edu/library/> .