

Downtown Vocal Music Academy

CHORAL LIBRARY

Duties of Librarian

A/ LIBRARY MAINTENANCE

- stamp, number and file all music
- maintain accurate data base of the holdings of the VMA Choral Library
- maintain borrowing/returning procedures of the library with other choirs
- create and copy lyric sheets required by choristers for memorization purposes
- empty and sort all music from students' music folders at the end of each term
- refile all music after use - in numbered order

B/ CHORISTER LIBRARIANS' SUPERVISION

- supervise the distribution and handling of students' folders by student assistant librarians
- assist student librarians in maintaining student music folders – make general repairs
- assist student librarians to keep all pencils sharpened