Yale INSTITUTE OF SACRED MUSIC

Student Job Descriptions: ISM Choral Library Assistant

Report to: Concert Production Coordinator

Ongoing duties:

• Maintain the library:
  o Check music in and out in a timely fashion
  o Add new music to the database
    ▪ Create database records
    ▪ Bar-code scores
    ▪ Shelve scores
  o Keep the library neat and tidy
  o Add and update patron records
  o Send music to out-of-town patrons
  o Run reports on missing pieces, patrons’ loan histories, and others
  o Work with Insignia technical support to diagnose and solve problems with the library software

• Communicate regularly with the Concert Production Coordinator, and complete assigned tasks

Special duties

• Ongoing in 2017–2018, photograph first pages of scores and attach photos to Insignia records
• After new annex space is located, move scores to that location

Payroll: This position reports time hourly each week in the online Student Employee system