Yale INSTITUTE OF SACRED MUSIC

Student Job Descriptions: ISM Choral Library Assistant

Report to: Concert Production Coordinator

Ongoing duties:
- Maintain the library:
  - Check music in and out in a timely fashion
  - Add new music to the database
    - Create database records
    - Bar-code scores
    - Shelve scores
  - Keep the library neat and tidy
  - Add and update patron records
  - Send music to out-of-town patrons
  - Collect and return rental music after performances
  - Run reports on missing pieces, patrons’ loan histories, and others
  - 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
- In collaboration with the Coordinator of Concert Productions, create a protocol for transferring scores to and from the annex space at West Campus.

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