

I. DEPARTMENT: University Libraries

II. POSITION: Music Librarian

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 1078

VI. JOB PURPOSE:

The Music Librarian provides leadership and direction for the overall operations of the Music Library of the University of Memphis. Located on the Main Campus in the Music Building, the Music Library serves the students and faculty of the Rudi E. Scheidt School of Music. As a member of the faculty, the Music Librarian participates in the University Libraries' Collection Development Program, serves as subject liaison to assigned department(s), participates in the User Instruction Program, and provides user assistance as a part of the Music library team. As a faculty member, he/she maintains an appropriate research and publication agenda. The Music Library is a part of the University Libraries' Branches Department.

VII. DUTIES AND RESPONSIBILITIES

A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.

1. Manages the day-to-day operations, personnel, and resources of the Music Library, one of four libraries comprising the University Libraries' system.
2. Represents the University Libraries with local, regional, and/or national groups on matters related to Music librarianship.
3. Prepares appropriate reports related to the Music Library, its collections, services, and resources.
4. Maintains good working relationships with appropriate personnel within and external to the University Libraries.
5. Participates in providing direct user assistance to the users of the Music Library including established evening and weekend rotations.
6. Participates in providing organized user instruction as a part of the Libraries' User Instruction program.
7. Cooperates and collaborates with other library personnel as needed to accomplish the goals of the division, the department, or the University Libraries.

B. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
2. Participates in the Libraries' User Instruction Program which focuses on teaching library skills to students and faculty with specific emphasis on the effective use of the library catalog and other electronic resources.
3. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
4. Serves as collection developer and library liaison for assigned subject areas and/or departments.
5. Serves on committees and task forces in the libraries and on campus as a part of his/her roles as a member of the University Libraries' faculty.
6. Serves on appropriate committees or task forces and/or holds offices in professional organization or agencies, throughout the state, the region, or on the national level as a way of providing service to the profession.

7. Participates in the faculty senate and other campus-wide faculty activities as opportunities present themselves.
- C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship, the broader field of information sciences, or other appropriate discipline.
  2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
  3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
  4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
  5. Maintains membership and actively participates in appropriate professional organizations.
- D. Performs other duties as assigned.
1. Participates in library-wide projects and activities as needed or assigned.
  2. Undertakes other tasks assigned by the Department Head or the Dean of University Libraries.

VIII. **DIRECTION RECEIVED:**  
Reports to the Associate Dean of University Libraries.

IX. **DIRECTION GIVEN:**  
Supervises the work of the staff of the Music Library

X. **JOB SPECIFICATIONS:**  
This is a 12 month, tenure track, faculty position that requires an ALA accredited M.L.S. degree and appropriate, relevant library work experience. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. Subject knowledge in a discipline in the field of Music is preferred. Possession of a second graduate degree or substantial continual progress toward completion of a second graduate degree is required to be eligible for tenure and/or promotion.

XI. **SPECIAL CONDITIONS:**  
This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the needs of the library and the responsibilities of the position.

XII. **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS**

1. Knowledge of the principles and practices of librarianship, preferably in an academic library.
2. Experience in collection development as a liaison, bibliographer, and/or manager.
3. Experience with providing direct user assistance in a customer focused environment.
4. Experience and comfort with using current technology including computers in a work setting.
5. Ability to supervise the work of others.
6. Good and demonstrable oral and written communication skills.
7. Must have good interpersonal skills and demonstrate a commitment to public service.
8. Ability to work effectively independently as well as as a part of a team in a collegial environment while accomplishing goals and objectives in a timely manner.
9. Must be a forward thinking self-starter who is able to follow through on project and meet deadlines.

10. Must be able to assume responsibility, work on multiple tasks simultaneously, and accomplish goals with little or no supervision.
11. Evidence of potential to maintain an ongoing program of scholarship, professional involvement, and professional development at appropriate levels.
12. Ability to work effectively with a highly diverse group of University faculty, staff, students, public, and coworkers in a courteous and professional manner.
13. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues and situations.
14. Ability to maintain a positive attitude and professional manner while adapting to change.

### XIII. WORKING CONDITIONS:

Technologically oriented academic research library devoted to meeting the information needs of the students, faculty, and staff of the University. Position requires expertise in the various aspects of managing a branch library but also has a significant service component requiring regular interaction with students, faculty, and the general public in person, by telephone, and/or electronically. Position requires some standing, walking, stooping, bending, and reaching in order to assist library users. Must be able to lift heavy reference books and other library resources that might weigh up to 20 pounds. May be required to push or pull wheeled book carts filled with books that might weigh as much as 300 pounds. Position requires some travel to participate in professional meetings and conferences, and/or sometimes to deliver library services at remote sites of the University.