

Duties of Music Librarian

- Source and procure music choices, as selected by the Musical Director, ratified by the BPCC Committee and in line with the budget set, for concerts during the year
- Ensure that the music pieces purchased, borrowed or downloaded are in the correct formats, editions and musical arrangements, as specified by the Musical Director
- Keep updated with sources of music
- Liaise directly with the Musical Director for information about the music required and for pieces provided directly by the Musical Director
- Issue music to choir members at the start of terms, keeping accurate records of what individual choir members have taken
- Be responsible for the recording of returned music from choir members at the end of terms, and ensure prompt return to collections, if borrowed
- Chase choir members who have not returned music, and arrange for replacement music if lost
- Liaise with Crouch End Youth and Music Library for music borrowed from their collections
- Print or arrange printing of additional copies for new members at taster sessions, and for all members in some cases
- Keep accurate records of expenditure and provide copies of all invoices, as required by the Choir Treasurer
- Arrange onward storage of music scores and printed sets, (for example by Choir Members or CYML)