

# Music Library Department: Music Cataloging Graduate Services Assistant

Number of positions available: 1

## About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (<https://www.library.unt.edu/jobs/gla-gra>). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (<https://www.library.unt.edu/jobs/gla-gra>)

## Department Overview

The Music Library supports the scholarly and performance research needs of the College of Music by collecting and preserving monographs, reference works, periodicals, printed music and sound recording formats, as well as subscribing to electronic databases for research and streaming music. Special collections are a particular strength of the Music Library's holdings, emphasizing the many genres classified under Western art music and jazz, but also popular music and various sub-genres. Six full-time librarians and around thirty full- and part-time staff also provide reference and access services, ensuring that the College of Music and all outside researchers are able to locate and access music materials.

## Position Description

The holder of this position is responsible for various duties carried out in support of the work of the full-time cataloging staff of the Music Library. Duties may involve work with any music format (including books about music, music scores, music manuscripts, music recordings, and items consisting of materials in more than one of these formats). The work will include extensive use of OCLC and the local online catalog (III). Appropriate training will be provided. The GSA holding this position works under the direct supervision of the Coordinator of Music Technical Services and, as appropriate, by other members of the full-time music cataloging staff.

## Position Responsibilities

- Searching OCLC for cataloging copy and authority records
- Copy and original cataloging
- Maintenance of the department's files of authority records (includes searching III and importing records we do not already have)
- Assisting the Coordinator of Music Technical Services in reviewing the cataloging of student assistants
- Other duties as appropriate and feasible:
  - Doing research in support of creation of local or national authority records
  - Reference and circulation duties as needed

## Hours and Location

The position is part-time at 20 hours per week. Schedule varies; evening or weekend hours may be required. The holder of this position will work in the Music Technical Services room in the Music Library.

## Duration

Fall 2019-Spring 2020. Dependent upon funding summer employment (2020) may also be available.

## Minimum Qualifications

You must be a full-time graduate student. You should also possess these qualifications:

Either a) satisfactory completion of SLIS 5210 (Organization & Control of Information Resources I) plus a substantial knowledge of music, including some coursework, or b) at least one music degree completed.

## Preferred Qualifications

- Both coursework in cataloging and at least one music degree
- Demonstrated ability to do detailed work with sustained accuracy
- Fluency with use of computer software (word processing and database applications)

## Contact for More Information

Janelle West  
Music Catalog Librarian  
University of North Texas Libraries  
[Janelle.West@unt.edu](mailto:Janelle.West@unt.edu)

## Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

## Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents. Submit these documents only once. We will keep them on file.

- **Your resume**
- **Unofficial Transcript**
- **A list of three professional references, which includes contact name, phone number, and email address**
- **Cover letter**

Applications and all supporting documents should be submitted to [Lib\\_Grad@unt.edu](mailto:Lib_Grad@unt.edu).

If you wish to claim veteran's preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the Veterans Self-Identification Reports page

(<http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports>)