

HEAD OF MUSIC LIBRARY
Position # 245
USC Libraries
University of Southern California

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative and knowledgeable Head of the Music Library. The successful candidate will work collaboratively with other librarians and staff to provide music resources and library services to the students, faculty and staff of the Thornton School of Music. The Head of the Music Library provides high levels of customer service, fosters information literacy, and builds a rich collection of electronic and print materials.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

Founded in 1879, USC is an international center of learning, enrolling more than 33,000 FTE undergraduate, graduate, and professional students on the University Park and the Health Sciences campuses and offering degrees through its College of Letters, Arts, and Sciences, Graduate School, and 16 professional schools. It ranks in the top ten among private research universities in the United States in federally funded research and in voluntary support. USC is one of only four private research universities in the western United States elected to membership in the Association of American Universities, a group that represents the top one percent of the nation's accredited universities and which accounts for nearly two-thirds of all federally sponsored research.

USC LIBRARIES

The USC Libraries house, in Doheny Memorial Library and fourteen specialized libraries, collections of nearly 4,000,000 volumes, over 6,200,000 microforms, 3,100,000 graphic materials, and nearly 47,500 linear feet of manuscripts and archives. USC Libraries subscribe to over 60,000 serials in print and electronic formats. In addition, the USC Libraries' Digital Archive contains more than 193,000 records and 224,000 content files in various formats. The USC Libraries' organization comprises 190 staff and 62 librarians. Annual reference transactions number more than 61,000, with approximately 1100 instructional sessions being presented each year to 16,700 participants. Information on each of the USC Libraries is available at <http://www.usc.edu/libraries/locations>

USC is a member of the Association of Research Libraries, Center for Research Libraries, Digital Library Federation, Statewide California Electronic Library Consortium, Greater Western Library Alliance, and the Pacific Rim Digital Library Alliance. Additional information about the University of Southern California and the USC Libraries can be obtained at <http://www.usc.edu/> and at <http://www.usc.edu/libraries/>

MUSIC LIBRARY

The Music Library, located in Doheny Memorial Library, holds books and current music serials, music scores including collected works of individual composers, critical editions, and historical collections, sound recordings and videos in a variety of formats, and provides access to electronic books, journals, and databases including: RILM, RIPM, RISM, New Grove Online, Classical Music Library, Classical Scores Library, Sheet Music Now, Naxos Classical and Jazz, Smithsonian Global Sound, Database of Recorded American Music, African American Song, and Early English Books Online. The Music Library also maintains materials in Special Collections and the University Archives. For more information about the Music Library, see <http://www.usc.edu/libraries/subjects/music/>

THORNTON SCHOOL OF MUSIC

The Music Library supports the research and performance needs of the world-renowned Flora L. Thornton School of Music's academic, performance, and industry programs. Founded in 1884, the Thornton School provides a diverse cultural environment where students are offered instruction in virtually all professional and scholarly branches of music. It consistently ranks among the top one percent of the nation's music schools and conservatories. The programmatic diversity of the Thornton School requires proactive outreach and communication by the Head of the Music Library with faculty and the Thornton Library Committee. For more information on the Thornton School of Music, see <http://www.usc.edu/music>.

RESPONSIBILITIES AND DUTIES

The Head of the Music Library reports to the portfolio Director and interacts extensively with personnel responsible for outreach, reference, instruction, and collection development and management. Core responsibilities and duties include providing in-person and virtual reference services (including general reference) and instruction; developing a rich collection of electronic and print materials to support Thornton School of Music's teaching and research; managing donations; providing outreach to students, faculty and staff; and liaising with the Polish Music Center. The Head of the Music Library also supervises all staff allocated to the Music Library. The successful candidate is expected to be actively involved in relevant professional activities.

QUALIFICATIONS

Required: MLS from an ALA-accredited program (or international equivalent), and a Bachelor's degree in music. At least two years' experience in an academic or research library, including reference, instruction, and collection development experience; familiarity with the latest technology and trends in the field of music librarianship. This position requires strong customer-service orientation; ability to interact effectively with faculty, students, and staff from diverse cultural backgrounds; the ability to work closely with faculty in support of their research and instructional needs; the ability to manage multiple priorities and meet deadlines; demonstrated knowledge of emerging digital audio formats with respect to preservation and access; demonstrated ability to work collaboratively; and excellent oral and written communication skills. The successful candidate will have to demonstrate an interest and involvement in

providing contributions to the field of academic music librarianship.

Preferred: Advanced graduate degree in music-related field; familiarity with music copyright and licensing issues; significant experience with music performance or composition; foreign language abilities; experience in project management; and outreach experience with faculty and students.

APPOINTMENT RANK/SALARY

Librarian II or III: Continuing appointment rank and salary commensurate with experience and qualifications, minimum starting salary \$50,000.

Librarians at USC have faculty status. Appointment to the Continuing Appointment track requires the potential to meet the University's requirements for the granting of continuing appointment, which in turn requires demonstrated excellence in librarianship and substantive and continuing contributions to the profession.

BENEFITS

The position is full-time on a 12-month contract. Benefits include a choice of university sponsored retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance.

APPLICATION PROCEDURE

Applications must be submitted via electronic mail. Candidates should submit a letter of application, full résumé (including telephone and e-mail address), and the names, addresses, telephone numbers, and e-mail addresses of six references to:

Nannette Edelman
libfacjobs@usc.edu
Subject: Search Committee #245
USC Libraries
University of Southern California

Closing Date for Applications: August 31, 2008

For more information on this position, contact Sophie Lesinska, Chair, Head of Music Library Search Committee, at lesinska@usc.edu

The University of Southern California values diversity and is committed to equal opportunity in employment.
USC is an EO/AA employer.

Revised: June 19, 2008