**Hadleigh Choral Society**

**LIBRARIAN VACANCY – Job description**

* Find out in advance what is needed. This is decided at the two Music Committee meetings attended by Chris, Nansi, Peter, Liz and Laurie.
* Check with Chris if any special version is wanted and if an orchestra set is needed.
* Request music from Suffolk Library Music Department
* Collect music about ten days before the first rehearsal so it can be numbered and sorted into sets.
* Print spreadsheet of members so that any music not returned can be tracked down after concerts.
* If the library is unable to obtain the music from its own stock or from other libraries around the country, then some sleuthing will have to be done. This does not happen very often.
* Offer to buy music for members who want their own copies – this can often be bought at a discount if there are sufficient numbers. The money needs to be collected in advance.

AFTER THE CONCERT:

* Collect the music and arrange a rubbing-out session in the small room at the back of the URC (Jessica kindly sorts out the bookings there).
* Return the music to the library. There is usually a time limit for the borrowing of the music.

NB:

1. Music can be collected from and return to Hadleigh, Ipswich or Sudbury libraries.
2. Liaise with Nansi Browne for some of the music for the Christmas and Summer concerts.