

ROLE OF LIBRARIAN – READING MALE VOICE CHOIR

The principal role of the Choir Librarian is to provide music pieces for every choir member, according to the repertoire advised by the Choir's Musical Director.

Every choir member is expected to be aware of the music pieces they require and keep up to date folders containing these pieces.

To facilitate this, the Choir Librarian should ensure that the following is carried out:

1. Keep an up to date electronic file of the List of Music to be Held by Choir Members (the current repertoire).
2. Keep an up to date electronic file of the List of Choir Members by section and choir number. Allocate a choir number to new recruits. Provide a hard copy welcome letter to each containing their choir number.
3. Keep an up to date electronic file of the list of music in the Music Library spreadsheet, including the location of each piece held in the storage cabinets of the outside container store at Hawkedon Primary school. Knowledge of the lock codes of the storage container store and access gates is required. Currently, 7117 and 1369.
4. Each term, supply the choir secretary with copies of the above three e-files for posting on the Choir's website/Home/Members Login/Policy Docs, Info. Inform choir members, through the choir secretary, of changes especially the List of Music to be Held by Choir Members so that any new or missing items can be identified and supplied by the Choir Librarian, upon request.
5. Receive new music pieces from the Choir Musical Director or his nominee. Distribute these to section leaders for onward receipt by choir members. The number each section requires can be found in the List of Choir Members by section. A hard copy of each section's members, from this file, should be provided to facilitate this. Update the e files in 1. and 3., to show the new song.
6. Some music pieces are reintroduced to the repertoire by the Choir Musical Director. These should be stored in external container, so consult the Music Library spreadsheet for their location and request time to check them through for sufficient numbers and sorting into sections and/or individual choir number.
7. When music pieces are to be withdrawn from the current repertoire, collect by sections and store in the external container when all returned. It is wise to wait a few weeks for this. Consult the Music Library spreadsheet and store in the location shown in it or, if new, choose a spare location in this spreadsheet and use that. Ask the Choir Musical Director if any pieces can be withdrawn, to avoid bulky members' folders.
8. To ensure that new members and occasional visitors have a good first time experience at rehearsals, keep at least two up to date folders containing music of the current repertoire and have available. Rarely is notice given so being prepared is now a committee requirement.
9. Keep an up to date box of spare music pieces for the current repertoire and have available during rehearsals. Supply individual pieces, upon request and seek their return if only a temporary loan.
10. When members leave the choir, seek and obtain the return of choir music. File away as appropriate.
11. From time to time, old music pieces are returned very late. Collate and file away later, as appropriate.
12. Christmas music folders are also stored in the external container, above the storage cabinets. They are labelled by each member's name, inside.
13. Access to the external storage container outside rehearsal times can be made during school opening hours. It is advisable to speak to the school's reception before entering and also speak to any nursery staff near the storage container, especially if any infants are around.
14. There has been dampness in the storage container so dampsticks are installed and will need replacing as they fill up. The supplier's details are on their labels. Consult the choir treasurer before ordering. Keep the plastic cover over the storage cabinets, to give some protection.

Kevin Boyle,

Choir Librarian 2019 – 2026

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