

Head, Music Library Cataloging Indiana University - Bloomington

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Posted Mar. 19, 2025, set to expire Jul. 19, 2025

Job Title	Head, Music Library Cataloging
Department	Indiana University Libraries
Institution	Indiana University - Bloomington Bloomington, Indiana
Date Posted	Mar. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Department Head/Head/Chair
Academic Field(s)	Library Sciences (all categories)
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Job Description	

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The Indiana University Libraries seeks an enthusiastic, innovative, collaborative librarian to serve as the Head of Music Library Cataloging. Reporting to the Associate Director for Technical Services, the Head of Music Library Cataloging will provide vision and expertise in leading the cataloging operation for the William & Gayle Cook Music Library on the IU Bloomington campus. They will be pivotal in creating high-quality metadata for various formats, particularly monographs and scores. They will also oversee the cataloging of the library's backlog of materials. The Cook Music Library is one of the largest academic libraries in the United States. It occupies a crucial position in meeting the research and performance needs of the Jacobs School of Music students, faculty, and other departments on the IU Bloomington campus. The successful candidate will work in a collaborative environment with colleagues within the Cook Music Library and the IU Libraries system. This is a tenure-track position with requirements for ongoing professional development and service.

Responsibilities: Supervise five FTE staff, including three librarians, two support staff, and hourly student assistants. Develop and document music cataloging procedures and policies in keeping with current national standards and local Indiana University Libraries' practice. Catalog scores and monographs with materials for the Performance Ensemble Division, School of Music doctoral documents, and Course Reserves as top priorities. Catalog scores and monographs from the Cook Music Library's backlog as a top priority.

Qualifications: ALA-accredited graduate degree in library or information science; candidates with an advanced degree in a relevant subject area and appropriate experience in an academic setting will also be considered. Bachelor's degree in music. A minimum of three years of full-time music cataloging experience. Skill in original cataloging of scores, monographs, and sound recordings. Bibliographic knowledge of Western European languages, particularly German, French, Italian, and Spanish. Broad knowledge of musical repertoire.

For complete posting with additional responsibilities, required and preferred qualifications, and benefit programs information go to <https://libraries.indiana.edu/job-postings-librarians>

To Apply: Review of applications will begin immediately. Applications will be accepted through Friday, April 25, 2025. Interested candidates should review the application requirements and submit their application at <https://indiana.peopleadmin.com>

Questions regarding the position or application process can be directed to libhire@iu.edu

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Expected start date: September 1, 2025. Please note that this date is flexible. For more information about Indiana University Bloomington, go to <https://www.indiana.edu/>. For information about working and living in Bloomington, Indiana: <https://vpfaa.indiana.edu/work-life/index.html>

Indiana University is an equal opportunity employer and provider of ADA services and prohibits discrimination in hiring. [See Indiana University Notice of Non-Discrimination here which includes contact information.](#)

“Before a conditional offer of employment with tenure is finalized, candidates will be asked to disclose any pending investigations or previous findings of sexual or professional misconduct. They will also be required to authorize an inquiry by Indiana University Bloomington with all current and former employers along these lines. The relevance of information disclosed or ascertained in the context of this process to a candidate’s eligibility for hire will be evaluated by Indiana University Bloomington on a case-by-case basis. Applicants should be aware, however, that Indiana University Bloomington takes the matters of sexual and professional misconduct very seriously.”

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact