

# Music Library Department: Music Cataloging/Instruction 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. Eleven full-time staff and around 30 student assistants 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 that are split between cataloging (75%) and instruction (25%). Cataloging duties include copy cataloging and original cataloging of any music formats (including music scores, music recordings, books about music, etc.) as well as reviewing student assistants' work. The work will include extensive use of OCLC Connexion and the local online catalog (III Sierra). Instruction duties include various information literacy tasks, such as developing learning outcomes, assisting with instruction, and creating LibGuides.

Appropriate training will be provided. The GSA holding this position works under the direct supervision of the Coordinator of Music Cataloging and, as appropriate, by other members of the full-time music cataloging and instruction staff.

## Position Responsibilities

- Searching OCLC for cataloging copy and authority records
- Copy and original cataloging
- Assisting in reviewing the cataloging of student assistants
- Contributing to library instruction activities
- Other duties as appropriate and feasible:
  - Doing research in support of creation of local or national authority records
  - Reference and circulation duties as needed
  - Assisting with additional projects as assigned

## Hours and Location

An average of 20 hours/week to meet contractual agreement. Schedule varies. The holder of this position will work in the Music Technical Services room in the Music Library.

## Duration

Fall 2026-Spring 2027. May be renewable annually. Dependent upon funding, summer employment may also be available.

## Minimum Qualifications

- You must be a full-time graduate student.
- Either:
  - a. Satisfactory completion of INFO 5210 (Introduction to Cataloging and Classification) plus a **substantial** knowledge of music, including some coursework, or
  - b. At least one music degree completed.
- Ability to pay sustained attention to detail and perform duties with accuracy
- Ability to maintain productivity and workflows without close supervision
- Basic knowledge of computer applications in an office and/or library environment

## Preferred Qualifications

- Both coursework in cataloging and at least one music degree
- Previous library experience, preferably in music
- Knowledge of music research tools and methods
- General recognition of other European languages aside from English (e.g. German, French, Italian, Spanish, Russian, etc.)
- Pursuing the Library Science degree with intention of going into the music librarianship field

## Pay Rate

Pay rate will depend on student's progression in their graduate program.

## Contact for More Information

Alice Sujana

Coordinator of Music Cataloging

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## 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.

- **Your resume**
- [Unofficial UNT 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).