

Duties of Librarian to Minehead and District Choral Society

The librarian's job is to ensure that all music is available when required for the start of each term and that it is returned within the time limit allowed.

This entails checking the availability of music from the Music and Drama Library at Yeovil, once it has been decided what is required, and then ordering it as soon as possible. The earlier the library receives the order the better, as they may have to source copies from other libraries across the country. They will need payment with the order which can be done by cheque or over the phone with a credit card. Inevitably, with government cuts the prices change from year to year! The people at Yeovil are extremely helpful and words of thanks go a long way as they do their very best to accommodate us as far as is possible!

If the library cannot supply the necessary music then the Librarian needs to report back quickly to the Conductor and Chairman to consider whether music needs to be ordered from the publisher or the proposed programme changed. It is also possible that orchestral parts are not always available from Yeovil and may need to be sourced elsewhere. Again, early checks on availability makes it easier for everyone.

If Yeovil can supply the music they will send it to Minehead library for collection, the Librarian needs to belong to Minehead library. The library will usually ring to say the scores have arrived and are very glad to have them removed as soon as possible as there may be a dozen boxes, usually pretty heavy! The Librarian needs to check through to ensure all the scores are there. They will often send their entire set which may be more than we have paid for, but is simpler for the Yeovil end. I also check and note whether certain copies are marked with ink or badly torn so we cannot be blamed! Often old sets are very marked with pencil.

The copies may be clearly numbered but often they are not and it is simpler to re number, unless asked not to by certain libraries.

It is helpful to Conductor, Accompanist and deputy Accompanist to check in advance of the first practice that they have copies of the music.

When the copies are handed out at the first rehearsal it is important to note who has which copy. As some people are not able to make the first practice it is necessary to have copies available for the next few weeks and I try to have some right up to the concert, in case people forget their music.

After the concert the music has to be collected in and it is a great help if pencil marks are cleaned off, especially when the copies are new. I find supplying a box of rubbers is an encouragement to the choir to do so before handing in their music. Depending on the concert date Yeovil may want books returned by the end of the week following the concert or you may have four weeks if the concert is the last day of the month as they are hired by the month. If the complete set is not returned a fine is payable so it is important to check quickly that all books have been collected and chase up any missing ones. I also check that none of them have been badly marked by our choir. The books then need to be boxed in the original boxes and the return labels, which Yeovil supply, put on the boxes. They can then be taken back to Minehead library for collection, which tends to happen on Tuesdays or Fridays, so I try to get them back first thing on the Tuesday following the concert. This usually works!

You then await the next phone call saying please collect the boxes that have arrived for the following concert!!