**Librarian**

To have overall responsibility for the Band’s music library, including but not limited to:-

* Ensuring that when new music arrives, it is stamped, a new folder is created with a log of parts included, extra parts are photocopied as required, an index number is assigned and an entry is made onto the music catalogue
* When the MD requests a piece of music for rehearsal, parts are distributed for all players, photocopying any extra parts as required;
* Ensuring all players and any deputies have the music they need for rehearsals and concerts;
* Keeping the catalogue up to date and maintaining the Library filing system in good order;
* Collecting in music that is no longer required in the folders and filing it away;