

# Nikolai Mckenzie

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## SUMMARY

Music collections specialist with five years of progressive academic library experience supporting **Western classical music, special collections,** and technical services. Reads musical notation, identifies **printed music formats,** and applies music terminology during condition review, inventory, description, circulation preparation, and collection evaluation. Uses Alma, online catalogs, bibliographic databases, and networked web resources to maintain accurate item and bibliographic records. Coordinates practical workflows across music librarianship, cataloging, preservation, conservation, labeling, serials, and circulation. Has processed a 9,000 item score backlog, created inventories and **finding aids,** reviewed gifts, supported deselection, prepared materials for binding and rehousing, and routed incoming shipments. Working German and French bibliographic knowledge supports careful interpretation of classical music publications. Brings focused service, sound judgment, and dependable follow through to music collection access and stewardship.

## EXPERIENCE

### Music Collections Coordinator

July 2023 - Present

Northstar Conservatory Library

*Milwaukee, Wisconsin*

Coordinates special collections and **technical processing** for scores, collected editions, and archival music materials. Leads review queues, record verification, descriptive work, preservation referrals, and student training while supporting collection access and stewardship.

- Managed review queues for 9,000 scores, guiding retention, description, rehousing, and **offsite storage** decisions.
- Used Alma **work orders** and **circulation notes,** keeping item records aligned across binding, labeling, cataloging, and preservation.
- Reviewed donated collections with librarians, comparing catalogs and databases to identify additions, duplicates, and **deselection** candidates.
- Created inventories and finding aids, recording composer, format, extent, condition, and arrangement for researcher discovery.
- Assessed fragile scores and selected enclosures, routing damaged materials to conservation staff for specialized treatment.
- Trained two student employees in score formats, **call numbers,** shipment sorting, and item record quality control.

### Music Technical Services Assistant

September 2021 - June 2023

Lakeshore College Library

*Racine, Wisconsin*

Processed printed scores, study scores, parts, and serial music publications through technical services workflows. Supported accurate catalog review, routing, binding preparation, rehousing, shipment handling, and librarian evaluation across circulating collections.

- Processed scores and parts for **circulation,** checking physical pieces against catalog and item records before **shelf preparation.**
- Prepared materials for binding and rehousing, documenting routing needs for cataloging, labeling, and circulation handoffs.
- Received weekly shipments, routing materials for cataloging, **serials check in,** physical processing, or librarian review.
- Resolved edition and instrumentation questions through **online catalogs, bibliographic databases,** and web based research.
- Applied **musical notation** knowledge to distinguish score formats and flag mismatches between materials and descriptive records.
- Completed gift inventories using German and French terms, supporting accurate librarian review of title pages and editions.

### Library Services Assistant

June 2020 - August 2021

Prairie State University Music Library

*Normal, Illinois*

Supported circulating music collections through accurate shelving, item review, inventory, rehousing, gift organization, and system updates. Contributed to cross unit technical services practices that improved handling, location control, and preparation for librarian review.

- Built an **inventory** of 2,400 uncataloged items, capturing identifiers and physical details for librarian review.
- Rehoused brittle and oversized scores, documenting condition concerns for **preservation** staff and safer collection handling.
- Checked **call numbers** and item details against catalog records, correcting routine discrepancies before public shelving.
- Organized incoming gifts by format, composer, and processing need, preserving context for additions and duplicate review.
- Retrieved, shelved, and inspected circulating scores while maintaining accurate location and status information in library systems.
- Applied revised handling practices after technical services training and cross unit meetings, improving daily documentation consistency.

## PROJECTS

### Classical Score Backlog Survey 📅 2024

Partnered with music librarians and student staff to survey undescribed scores, agree on review priorities, and document condition, format, extent, and next steps for future access.

### Gift Collection Description Initiative 📅 2022

Worked with technical services colleagues to inventory donated music materials, compare holdings, interpret foreign language title pages, and prepare clear recommendations for retention or deselection.

LEADERSHIP & AWARDS

- 2025, Society of American Archivists Arrangement and Description Fundamentals recognition
- 2024, Library Juice Academy Introduction to Metadata completion award
- Student training lead, Northstar Conservatory Library, supporting two employees in score processing quality control

EDUCATION

**Bachelor's Degree in Music History and Literature**  
Illinois State University   GPA: 3.8  
*Coursework: Western classical music, Music bibliography, Archival methods, Library technical services*

2020  
Normal, Illinois

CERTIFICATIONS

- Arrangement and Description Fundamentals, Society of American Archivists 📅 2025
- Introduction to Metadata, Library Juice Academy 📅 2024

TECHNICAL SKILLS

- **Library Systems:** Alma, Online catalogs, Library databases
- **Music Description:** Finding aids, Music terminology, Bibliographic description
- **Collection Processing:** Inventory control, Gift evaluation, Deselection
- **Physical Processing:** Binding preparation, Call numbers, Shelf preparation
- **Preservation Workflows:** Condition assessment, Rehousing, Conservation referral
- **Resource Routing:** Shipment receiving, Serials check in, Cataloging routing
- **Music Formats:** Printed scores, Study scores, Instrumental parts
- **Research Resources:** Web resources, Bibliographic databases, Networked research
- **Language Knowledge:** German terminology, French terminology, Western classical music
- **Description Standards:** Metadata, Arrangement, Collection inventories

SKILLS

- |                       |                        |                           |                       |
|-----------------------|------------------------|---------------------------|-----------------------|
| • Music collections   | • Musical notation     | • Deselection             | • Binding preparation |
| • Special collections | • Score formats        | • Online catalogs         | • German bibliography |
| • Alma                | • Condition assessment | • Bibliographic databases | • French bibliography |
| • Finding aids        | • Gift evaluation      | • Serials check in        |                       |

PROFESSIONAL AFFILIATIONS

- Society of American Archivists, member focused on arrangement and description practice
- Music Library Association, participant in music collections and technical services conversations

LANGUAGES

- English (Native)
- German (Intermediate)
- French (Intermediate)

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST