



Nikolai Mckenzie

Music Collections Specialist

☎ (608) 555-1842 ✉ nikolai.mckenzie@example.com

🌐 linkedin.com/example/nikolaimckenzie 📍 Madison, WI 53703

STRENGTHS

- 📋 **Collection triage**
When a 9,000 item backlog needed structure, established review queues that gave librarians clear choices for description, storage, and retention.
- ✅ **Record accuracy**
Alma checks became a daily habit, catching item and bibliographic mismatches before scores reached binding, shelving, or circulation.
- 👥 **Collaborative processing**
Worked across cataloging, preservation, labeling, and circulation, and colleagues gained a dependable partner for difficult handoffs.
- 🎵 **Music knowledge**
Reading notation and recognizing score formats helped resolve physical record conflicts, especially across classical editions and collected works.
- ♥️ **Careful stewardship**
Fragile and oversized scores received suitable housing, with condition notes that helped conservation staff plan responsible treatment.

SKILLS

Music collections

Special collections Alma

Finding aids Musical notation

Score formats

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

Northstar Conservatory Library 📅 July 2023 - Present 📍 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

Lakeshore College Library 📅 September 2021 - June 2023 📍 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

Prairie State University Music Library 📅 June 2020 - August 2021 📍 Normal, Illinois

[Condition assessment](#)

[Gift evaluation](#) [Deselection](#)

[Online catalogs](#)

[Bibliographic databases](#)

[Serials check in](#)

[Binding preparation](#)

[German bibliography](#)

[French bibliography](#)

LANGUAGES

English Native

German Intermediate

French Intermediate

MY CAREER



● Music Collections
Coordinator at Northstar
Conservatory Library (3.2 Years)

● Music Technical Services
Assistant at Lakeshore College
Library (1.8 Years)

● Library Services Assistant at
Prairie State University Music
Library (1.2 Years)

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 📅 2020 📍 Normal, Illinois

Coursework: Western classical music, Music bibliography, Archival methods, Library technical services

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

PROFESSIONAL AFFILIATIONS

- Society of American Archivists, member focused on arrangement and description practice

- Music Library Association, participant in music collections and technical services conversations

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST