



The role of the Music PAL Coordinator



The Music PAL scheme provides managed access to music collections in libraries throughout Ireland.

Each participating library appoints a Music PAL Coordinator to oversee the day to day management of the scheme. The post is integral to the success of the scheme as the coordinator is the liaison for all the participants - the libraries, the public and the PAL committee. The Music PAL Coordinator is tasked with responsibility for training, communication, publicity and administration in their area.

Training:

- Training of library staff in the Music PAL scheme and incorporating it into induction training for new staff.
- Collaborating and assisting in training organised for the Music PAL scheme.
- Cascading training to others to encourage full participation for interested staff.

Communication and Publicity:

- Liaison with the Music PAL committee, the library and the public to share information on new developments and training.
- Raising public and institutional awareness of the Music PAL scheme.
- Communicating with other libraries in the scheme to increase knowledge of all available resources for effective referrals to other libraries.
- Publicity within and outside the Library/Institution.

Administration:

- Ensuring a supply of stationery and publicity materials for the library.
- Help in maintaining and updating the Music PAL website.
- Collecting statistics.
- Completing and amending the data collection forms for uploading to the RASCAL database.