



## Cork PAL: the role of the co-ordinator



The Cork PAL scheme will provide managed access to music collections in libraries throughout Ireland.

Each participating library will appoint a Cork 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 will be the liaison for all the participants - the libraries, the public and the Cork PAL committee. The Cork PAL Coordinator will be tasked with responsibility for training, communication, publicity and administration in their area.

### **Training:**

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

### **Communication and Publicity:**

- Liaison with the Cork PAL committee, the library and the public to share information on new developments and training.
- Raising public and institutional awareness of the Cork 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 Cork PAL website.
- Collecting statistics.