

INDIANA UNIVERSITY

Library - School of Music      July, 1939 - March, 1940

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survey

After making a thorough survey of this Music Library, its resources and its possibilities, the things which I felt to be most urgently needed were;

Needed	The realization of which involved	Progress toward accomplishment
I The institution of an efficient charging system by which books and music could be circulated and accurately accounted for.	I 1 Typing book cards for every book and piece of music in the library. 2 Pasting pockets for book cards and date slips into every book and piece of music in the library (hundreds of items had never had this.) 3 Establishment of a colour scheme for book cards to differentiate "reserved" and "reference" books from all others. 4 Acquisition of a charging tray to be kept on the charging desk for the filing of <u>all</u> material taken from the library.	I These things were entirely completed before School opened in September.
II A shelf-list for all books and music. (No shelf-list was here and the one in the Main Library for all books in the University Library was of no use for ready reference, for inventories etc. here.)	II Typing permanent shelf-list cards for all books and music in the library.	II This was completed before School opened in September. The shelf-list comprises two catalogue trays filled with cards. Of course, it is being added to each day.
III A stamp - Indiana University School of Music - for every book and piece of music shelved in the Music Library. (There was nothing to distinguish music books shelved here from music books in the Main Library. After our project was well	under way - that of giving this stamp to every book and all music - one of the professors in another department asked if we could not have a mark to show whether a book belonged in the Main Library or in the School of Music. We were glad to write him that such a need had been filled. This also meant stamping every part of the orchestrations in the Orchestra library and every copy	III Stamping of material in the library was done during the summer. That for the orchestra and choral libraries was completed by the NYA assistants during September.

<u>Needed</u>	<u>The realization of which involved</u>	<u>Progress toward accomplishment</u>
	of choral music, as these had no stamp of any kind.	
IV To know the size of the collection	IV To count books, music and phonograph records.	IV This has been done and our new accessions are added to this each day. In this way, the library's size is known at once.
V Accessibility of material.	V 1 Re-spacing every shelf, and re-arranging its contents. 2 Building a Reference library by bringing together all encyclopedias, dictionaries of musical terms etc. analytical guides, bibliographies. (The many gaps here cause me to sincerely hope I may be allowed to have funds with which to fill them. Not until this is done can we hope to have source material for much scholarly work, or reference aids which are adequate for faculty, students and for the many queries which come to me, as librarian, through the mail. It is not pleasant to feel our limitations in this part of the library, since it is the foundation on which the entire library rests.) 3 Making many labels to describe the contents of the shelf above. This has greatly aided the speed with which material is found. 4 Getting onto the shelves, in a form so they may circulate, all the music locked in three large steel cabinets.	V These things have been completed.
VI Additional shelving to accommodate the monumental sets, music which was shelved flat in the steel cabinets and to provide shelving for growth of the library.	VI Eight sections of steel stack to be purchased and the re-arrangement of the periodical case and one of the steel cabinets. Such an acquisition and such a move would fill every open wall-space in the two library rooms.	V Hundreds of volumes have been made available as a result.
		VI Such a purchase and such a move has been made and the result is highly satisfactory.

## Needed

## The realization of which involved

## Progress toward accomplishment

VII Cataloguing - accurate, fully detailed, with adequate added entries, analytical, entries by form, medium etc.

VII Before I arrived I had been told the cataloguing was done at the Main Library. I found, however, the music library did not benefit by this, as the cards here had been made by NYA students with no supervision of a librarian. Cards filled the catalogue which were incomplete, incorrect and without adherence to library rules of form or content.

The making of an entirely new catalogue here is necessary. Co-operation of the head of the cataloguing department was solicited when I first arrived and this was received to the extent that one L. C. card will be received by us for books and that one typed card will be received by us in the case of music, which so seldom has a printed card. Since the main library does not make form, medium and so many of the subject entries which are needed for a good music catalogue in a departmental library, it devolves upon the music librarian to make these any way.

2 The making of an entirely new catalogue for the phonograph records. None of the many albums of records had been catalogued and the form and content of the cards for single records is not adequate. The cabinet has no rod to prevent cards from being taken from the catalogue and lost. This undoubtedly the reason that some records do not appear to have been catalogued. (A new cabinet with rods must be employed for the safety of the cards of the new catalogue which is being made.) A shelf-list for records must also be made. Full, careful cataloguing should be done here.

3 The making of a card catalogue for all choral music, and a shelf-list for same.

4 The making of a new, detailed catalogue of orchestral music.

5 All unbound music is to be catalogued by the music librarian and, since much music is needed as soon as possible it is, therefore not desirable to delay its use to

VII Two trays of this new cataloguing have been made. Since many of the books are on the shelves without any cards to represent them in the catalogue, main cards and most useful added entries will be given precedence usually over the more minute cataloguing until the most pressing needs have been filled. It is however, my aim to get at this detailed cataloguing at the earliest possible moment.

(I have always done all the cataloguing of music before, but I feel that, with the initial cataloguing, which is enough for main library uses, we can have the much

cont.

Needed

The realization of this involved

Progress toward  
accomplishment

Cataloguing continued.

have it bound, therefore it is catalogued here.

more specialized cataloguing, which will also take into account the specific needs and interests of the members of our faculty, with whose needs I keep in close touch.)

The list of choral music which has been made on sheets of paper is useful, but merely a make-shift.

A list of orchestra music has also been made within the last few weeks. This will help in making the permanent card catalogue.

## VII Re-classifying.

Much music had been put into other than its right class.

VII Having these re-classed by the classification dept. There has been co-operation and they will consult me in case of doubt, in the future.

VII Many volumes have been changed by them. Some of our classes will be greatly added to, others will be reduced, as a result of these changes. (Not until this has been done will the true extent of each class be ascertained).

IX Binding. Special attention given to matters peculiar to music and its needs, so that expensive mistakes will not be made.

(Parts which should be bound separately have sometimes been bound together.

IX Co-operation with the person in charge of binding at the main library, so that, although she is responsible for the binding, suggestions made by the music librarian, which come as a result of having had entire charge of the binding of all music, (not books and bound periodicals, which have no more

IX These matters of binding have been taken up with the person in charge of binding at the Main Library. Some progress has been made in several respects

NeededIX cont.

In cases of chamber music, the cover has so often been bound with the wrong part, thus giving the set a strange appearance.

The matter of binding music so it will lie open without difficulty must be pushed with the binders as an absolute necessity - durability must not suffer in the process.

Lettering should never be changed in the middle of a set.

Light grey paper should be entirely discontinued for the sides of books - for obvious reasons.

A greater variety of colours should be used in buckrams and other bindings. (Black has been used in all our monumental sets except one. This is depressing. Also black has been employed exclusively in the binding of miniature scores, of which there are 223 volumes already on the shelves in the same section. It is hard to measure the additional attractiveness of shelves which have interesting colour variation.) This would mean no extra cost.

X Phonograph records. With five record-players for class-room and study purposes the development of an effective system for the use and care of phonograph records presented itself as a real need.

The realization of this involvedIX cont.

problems for the binder than books and periodicals of other classes) for many years in a college library, may be followed to the end that better service be given and money be saved. (I have always had direct contact with the head binders and with such men as Mr. Gerard Van Deene, the head of the National Library Bindery chain (its founder).

Progress toward accomplishmentIX cont.

This is an important subject but, as in all other cases, I feel it should be dealt with with tact. I am sure good results will be attained.

X Procuring a case, which would be placed beside the charging desk in the music library to hold all the records for the class assignments. In other words, a "Record reserve" similar to the "Book reserve". This would eliminate the need for students to have unlimited access to the large case of phonograph records, would save their time in assembling their study material and would provide for complete supervision of records from the charging desk.

1 Each record has a reserve label giving the number of the course and the week of the semester. It is placed in an album also having this numbering.

X A case was found in the basement, so the system has been instituted without expense. Usually a hundred records are on reserve at one time.

Whenever a student wishes to play records for a well-directed purpose, even though those records are not "on reserve" means are provided for this need.

NeededThe realization of this involvedProgress toward  
Accomplishment

2 A complete list of assignments is on file at the charging desk for ready reference.

3 An exact account of the number of records on reserve at any time is kept at this desk.

4 A list of "listening rooms" where machines may be used and the hours available, is posted and the person taking records to one of these rooms signs out the records and designates the room to which he will take them. (In this way others wishing to use the same set of records are directed to the rooms where the records will be found.)

5 The first thing each morning, each machine is examined, the changing of needles is attended to at all times from the library, etc.

6 The entire records library to be classified by the system which I originated for the Smith College music department, which has been published and which is in use in many university and college libraries in the country.

XI System for the choral library.

XI Bringing entire collection into the room adjoining music library, by assembling from various parts of the building six cases with one type of lock for all. These are not beautiful, but their usefulness is important and we hope time will take care of the rest.

XII The bringing together of Duplicates for class work.

XII Relieving the music library proper of many duplicate copies, by assembling duplicates in a case which would be convenient for faculty.

XI Not only does each composition have a call number, but each copy has a number.

XII A case with glass doors was brought from the basement into the room adjoining the library.

As in the case of the choral library, its use is administered from the library, but all members of the faculty to whom its contents are useful have been provided with their own keys for it.

Needed

XIII A safe storage space for books and music for which there is seldom any need.

XIV A thorough check of the cards made for the Orchestra Program Notes - the notes to be found in the programs issued by various orchestras.

XV Extended hours during which the library would have Supervised Service.

XVI Library's usefulness beyond School of Music.

XVII Full information given to students in the School of Music regarding the use and content of the music library (to the end that they become thoroughly familiar with its resources, its ability to serve their needs and with the definite idea in mind that with this information the rapidly growing music collections would be cared for so as to serve the greatest number of persons.)

The realization of this involved

XIII Weeding out such material from the library shelves, lettering all catalogue cards for them to show where they were to be found and labelling the books in the same way.

XIV Not only revising each incomplete or incorrect card, but changing to library-rule-form-entry for all new cards.

XV Making a careful study of the reasonable needs of students and the taking of a vote by the Student Council to cover the needs of the majority. (We at once put into practice their choice of remaining open until ten o'clock in the evening.)

XVI Filling needs and wishes of members of faculty outside the School of Music, townspeople who apply for help (when this service will not handicap the work of members of our own School) requests for aid which come by mail.

XVII Acquainting those using the library with its procedures, etc.

Progress toward accomplishment

XIII The room "Museum" was found for this purpose and the books are arranged in class order in this room.

XIV All programs have been renumbered, the revision is about half finished and all uncatalogued program notes are being catalogued. - A very important source of information for ready reference.

XV The Music Library is open, with supervision, for 51 hours a week.

XVI No opportunity for this branch of service has been neglected.

XVII At the beginning of the school year, a lecture on the use and content of the library was given by the librarian to eleven groups of students. Times when this would be given were posted so as to allow those with all kinds of schedules to attend.

## XVIII Plans for the future

The music librarian has been asked to be chairman of and to lead the music section of the national meeting of the Special Libraries Association to be held for the first time this year in Indianapolis. She has been contacted by the president of the association in New York and has been given the job of corresponding with all librarians in this field. She is to be the leader of the Round Table meeting.

If there is sufficient demand for this service in the state of Indiana and, if those in charge of forming policies think it is a wise undertaking, the music librarian would compile a union catalogue (a card catalogue to be filed in the library of the School of Music) of the Choral and Orchestral libraries in the state of Indiana.

Added to the recommendations of the members of the faculty for purchases for the library, the librarian would be so pleased to be of service in filling in the many gaps in the library and to work with those in charge toward this end.

A card index for the articles in music periodicals in the music library should be of great value. Although the Music Library Association has been working to have more worthwhile music periodicals indexed in the Readers' Guide to Periodical Literature, not much progress has been made in this direction. With the departmental library so far from the resources of the main University Library, even if the progress had been great, it still would be of value to have a card index to the music articles in that departmental library.

We are contemplating the publication of an article on the care and arrangement of phonograph records at Indiana University. Many recent developments in the records field would make this a quite different article from the one we published in the Library Journal in 1937.

(In this connection, that is, regarding the subject of phonograph records - the spaces in the wide hall directly opposite the library doors are long enough to allow the phonograph records case, which is now along the wall of classroom 205, to fit into either of these spaces. If it were placed here, there would be close supervision from the library, the need for getting out records would never conflict with the classes which are held in 205, and many valuable minutes would be saved in the administering of the collection. The need for another case, which would fit into the second space, is one to consider in the future. Since the case comes out into the room only seventeen inches, it would not narrow up the seven foot, seven inch hall to any appreciable degree.)

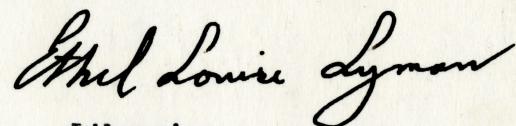
(May I put in at this point a notation that a vertical file is most important for orderly arrangement of much of the library material. At the present our vertical file material is filed flat and the almost constant use of this

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section by students and librarians gives proof of its usefulness.)

Realizing the fact that all types of needs should be served at the same time, we are going to progress with the catalogues for records, choral, orchestra and the re-building of the book and music as well as the orchestra program book catalogues simultaneously, instead of shutting off the service in any one branch while concentrating on others.

Respectfully submitted



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Librarian