

## INDIANA UNIVERSITY

## INTERDEPARTMENTAL COMMUNICATION

To: Wilfred C. Bain, Dean

FROM: Malcolm Brown, for the TELEPHONE.

DEPT. School of Music

Music Faculty Self-study

SUBJ. Report of the Committee

DEPT. Committee on Libraries of  
the School of Music

DATE. 4 Jan 68

In the course of several lengthy meetings the Music Faculty Self-study Committee on Libraries of the School of Music has attempted to make a comprehensive evaluation of the present state of our music libraries. We are now prepared to offer one general conclusion and to submit a series of specific recommendations for your consideration.

In the unanimous opinion of the Committee, the music library administration has been remiss in its obligation to formulate an over-all policy (or philosophy) appropriate to the particular needs of the I.U. School of Music. Administrative initiative appears to be wanting most notably in the areas of (1) acquisition to the collection, (2) control and balance of the collection, and (3) primary service to the academic programs of the School of Music.

Because of their considerable detail, the Committee's recommendations have been collected and organized in a separate document, which accompanies this memorandum.

Arthur Corra

Arthur Corra

Vernon S. Kliener

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Thomas Noblitt

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Malcolm Brown, Chairman

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JAN 5 1967

INDIANA UNIVERSITY  
SCHOOL OF MUSIC

## INDIANA UNIVERSITY

## INTERDEPARTMENTAL COMMUNICATION

To: Wilfred C. Bain, Dean  
DEPT. School of Music  
SUBJ. Statement of principles  
and recommendations

FROM: Music Faculty Self-study Committee on  
DEPT. Libraries of the  
School of Music  
DATE. 4 Jan 68

TELEPHONE.

Building and maintaining the collection is the first responsibility of the music librarian in charge of a university music library. He must himself be engaged in continuous and systematic re-evaluation of the collection. All other projects, occupations, and responsibilities, no matter how compelling, must be considered ancillary to this primary function.

Administrative or executive duties need not detract from the principal commitment in a university library situation, for the domain of the university music library is not so diverse and diffuse nor is its area of service so large as that of major public libraries or research institutions. The university music librarian, who finds himself occupied with administration to the point of neglect of his first responsibility, should re-examine his purpose. Only in carrying out his first purpose does he justify his title.

### I. Acquisition

- A. The librarian should initiate an immediate search of the bibliographies in standard references (such as Grout's A History of Western Music, the Norton series, Shirlaw's The Theory of Harmony, Apel's The Notation of Polyphonic Music, the Riemann-Haggh History of Music Theory, etc.) and place first priority orders for all available items missing from the music library catalog.
- B. The librarian should survey immediately the catalogs to other libraries and guides to collections contained in our holdings; even though we cannot expect to transform our library overnight, its usefulness can be immensely enhanced by the acquisition of bibliographic tools--specifically by the early purchase of all the available published catalogs from American and European libraries.
- C. The librarian should himself institute a systematic plan for detecting and filling the lacunae in our collection. He should be guided by his own specialized knowledge of what constitutes a fine music library and not by the haphazard requests of individual faculty members who cannot be expected to see the music library as a totality. Requests by faculty members deserve consideration, but only in the wider perspective of the fundamental needs of our library.  
*Confining*
- D. A plan should be devised for re-examining and establishing the priority of requests backlogged from previous fiscal periods. This might be accomplished by maintain-

ing a file of individual faculty requests. The requests might then be returned to the faculty member for re-examination on July 1. A statement about the amount of funds available for the type of purchase under consideration might also be included, in order that the faculty member have some guide-line in arriving at a priority.

- E. A systematic search of dealer's catalogs must be instituted to insure that all new scholarly books in all major languages are acquired. If funds are consistently exhausted early in each fiscal period, then some method of distribution must be devised, so that essential purchases can be made throughout the year. This is the librarian's responsibility.
- F. Many of the world's major libraries publish microfilm, microcard, or facsimile editions of the important musical documents in their collection (e.g., the microcard publications of the Sibley Library of the Eastman School of Music, the Kassel Archiv microfilm collection, the Notre Dame facsimile editions, the Library of Congress microfilm publication of historical sets and editions, etc.); the librarian should assume the initiative in locating all such publications and set up the machinery for obtaining the publications on a continuing basis. If sufficient funds are not in hand for the immediate purchase of all the available publications, the librarian must prepare a list of the most desirable items for early purchase and formulate a procedure for buying the remainder as funds become available.
- G. Books which are consistently on reserve should be purchased in duplicate or triplicate to insure that a circulating copy is always available.
- H. New text books in all pertinent areas should be included in the revised acquisition program. Since space is currently a problem, obsolete text books should be sent to storage. The librarian might seek the advice of a committee from the appropriate department in determining what books should be designated "obsolete."
- I. To insure that the music library owns complete runs of all scholarly periodicals, the librarian should investigate the possibility of (1) subscribing to two copies, one to be held for binding, and (2) purchasing each year's run on microfilm. This policy would alleviate the serious problem of periodical theft, which has decimated our holdings in certain journals (e.g., Journal of Music Theory and Perspectives of New Music).

No matter  
how many G.  
copies faculty  
would buy all H.  
on reserve

fund?

- J. The librarian should ascertain the needs of all classes offered in the School of Music and take immediate steps to service those needs. The librarian should not wait for the individual professor to initiate requests of this sort. Instead, the librarian should solicit class syllabuses, basic repertory lists, bibliographies, etc. Each department could be invited to submit a fundamental bibliography for the core courses taught in the department.
- K. The librarian must act promptly to replace lost or stolen items of importance. If he cannot exercise his professional judgment as to the importance of a particular item, his competence as a music librarian should be re-examined. The manner in which such losses are handled in a large public library or in a large general university library has little bearing on how they could best be handled in the comparatively intimate circumstances of a university music library.

## II. Control of the collection

- A. A patron check should be instituted as soon as the budget can accommodate the necessary personnel. The Committee disagrees fundamentally with the suggestion that a patron check is in any way insulting to the integrity of individuals. The faculty, staff, graduate and undergraduate students, all patrons regardless of age or eminence, can be informed in unequivocal terms that they will be subject to a patron check each time they leave the library premises. Those who conduct the checks must be instructed that no one shall be exempt from checks. Under these circumstances, embarrassment, either on the part of the patron or the part of the checker, will be an entirely inappropriate emotion.
- B. The present music library administration has exhibited profound opposition to conducting a patron check. The reasons stated in support of this position are not without merit; however, the Committee unanimously contends that more compelling reasons can be marshalled in favor of a patron check than against it. This report is an unsuitable place to array the pros and cons, but the Committee is prepared to substantiate its contention with detailed reasons, if such substantiation is requested.
- C. The patron check might be facilitated by the installation of a turnstile exit controlled by the checker.
- D. The checker must never be assigned duties which might require him to leave his post or which might distract him from the scrupulous checking of all exiting patrons.
- E. The stacks should be closed to undergraduate students until such time as continual reading of the shelves can be undertaken. It is assumed that undergraduate students as a

group exercise less care than graduate students in re-shelving books removed for momentary perusal. A mis-shelved book is a lost book for all practical purposes.

- F. The librarian must not abdicate his charge to keep tabs on the collection by means of periodic inventory, even though the inventory might have to be conducted under the most trying circumstances.

III. Cataloguing the collection

- A. While the Library of Congress system has many commendable features, it does not provide for every contingency. The librarian is encouraged to go beyond LC in devising methods of more complete references and cross references. A specific example may be cited to illustrate the problem: RISM, which is known internationally by this particular acronym, is not catalogued in our collection under "RISM," but under "International Inventory of Musical Sources"--the English translation of the original title.
- B. The two separate catalogs in the record library should be abandoned as soon as it is feasible to transfer the cards from one into the other. While such a combination of two different systems of cataloguing may offend the sensitive librarian, practical considerations must prevail. The Committee insists that our record library need not be hide-bound by slavish adherence to bibliographic systems, when the efficiency of service can be enormously increased by an expedient combination of the two present catalogs.

- IV. The Committee considered the matter of extreme crowding in the music library and concluded that it could not offer specific recommendations under present circumstances. Recommendations might be made if the current physical limitations are obviated by moving the music library away from the music complex into more capacious surroundings.

- V. The Committee recommends its perpetuation as an advisory body to the Dean of the School of Music on matters pertaining to music library policy. The Committee might act in consultation with the music librarian, but the music librarian should not sit as a member of the Committee.

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