

# Yale Philharmonia Library Catalogue: User Manual

This application is designed to be an all-in-one data storage and cataloguing tool for the Yale Philharmonia's performance library. There are two main parts: the record of the library's physical holdings, and the Digital Catalogue, which is the collection of music scans (PDF format) that the Yale Philharmonia owns.

Each section below outlines each page of the application.

## Classification Guide

The library's physical materials are organized based on the George Sherman Dickinson Classification Guide for Musical Compositions. Please familiarize yourself with the guide on this page.

## Browse Holdings

From the **Browse Holdings** page, you can easily browse the collection of physical holdings or search for a specific work, retrieve information about any piece owned by the

### Browse Collection

Advanced Filter

Title

Composer

Search

<div></div>	Don Giovanni KV 527	Mozart, Wolfgang Amadeus	Luck's Music Library
<div></div>	The Magic Flute KV 620	Mozart, Wolfgang Amadeus	Kalmus
<div></div>	The Marriage of Figaro	Mozart, Wolfgang Amadeus	Luck's Music Library
<div></div>	Septet and Act III Finale from Tales of Hoffmann	Offenbach, Jacques	Luck's Music Library
<div></div>	Concertino in B-flat	Pergolesi, Giovanni Battista	BMG Ricordi Music Publishing
<div></div>	Anything Cole, Songs of Cole Porter	Porter, Cole	Other/Unknown
<div></div>	String Quartet no. 2	Price, Florence	G. Schirmer, Inc.
<div></div>	Symphony no. 1 "Classical"	Prokofiev, Sergey	Kalmus
<div></div>	Romeo and Juliet	Prokofiev, Sergey	Kalmus
<div></div>	Manon Lescaut, Intermezzo Act III	Puccini, Giacomo	Luck's Music Library

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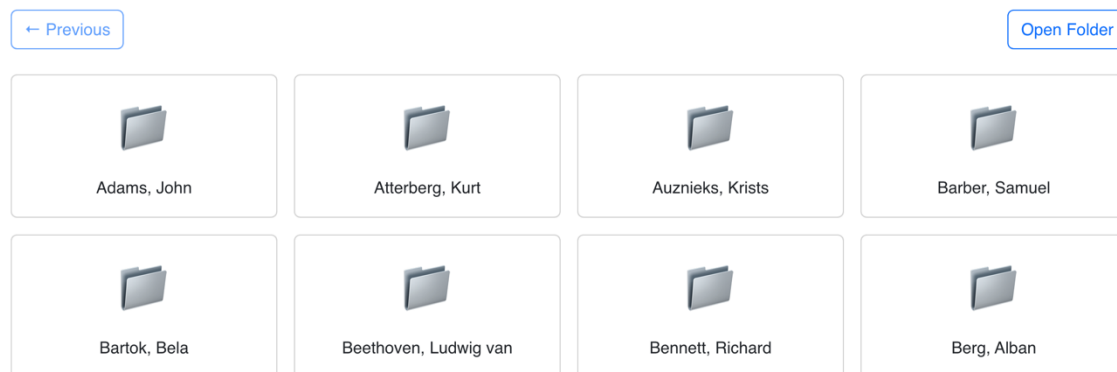
Philharmonia, look up its call number, and find materials in the library shelves. Librarians with administrative permission can modify the catalogue (add, edit, and delete pieces) to accurately reflect the library holdings through the **Manage Holdings** page.

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## Digital Catalogue

The Digital Catalogue is a repository for all digital music scans, sorted by composer. The digital catalogue only supports PDF filetypes. From this page, you can browse, preview, and open PDF files. Preview is especially helpful to see any relevant bowings or markings.

### Digital Catalogue



You can either save files directly into the Digital Catalogue folder (from email, IMSLP, etc.), or if you have downloaded them somewhere else, use the **Upload PDF** button on the **Manage Holdings** page to add them to the Digital Catalogue.

When editing the digital catalogue, be sure to keep consistent naming/sorting conventions:

- When adding a new composer, create a folder named last name, first name (i.e. Schubert, Franz)

- When adding a new piece, create a folder with the name of the piece
- Inside of the folder for each piece, include a logical folder structure such as strings/violin1.pdf, violin2.pdf and winds/flute.pdf, oboe.pdf etc.

When adding a new physical holding to the library, you have the option to link to its analogous entry (if it exists) in the Digital Catalogue.


## Reports

To effectively monitor and maintain the library holdings over time, you may want to periodically create reports. Various metrics (pieces with poor condition, missing parts, music by composer, etc.) give a snapshot overview of the state of the library and can be used to justify new music purchases or replacements. When you generate a report on this page, it is automatically downloaded to your computer.

Manage Digital Catalogue


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+ Add PDF Files




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Bassoon.pdf




→

Flute.pdf




→

French Horn.pdf




→

Oboe.pdf



→

Timpani.pdf



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Trumpet.pdf

## Manage Holdings

On the **Manage Holdings** page, librarians with administrative access can modify, delete, and add new library holdings. You can also manage the Digital Catalogue from this page. You can either operate in “new” or “edit” mode. To add a new piece, simply fill out the “Add New Piece” form with relevant information (title, composer, publisher, etc.) and generate a call number. If you are unfamiliar with call numbers, see the call number section in the **FAQ** below. Once you are finished inputting all information, click “Catalogue” to add the piece to the database. To edit a piece, search for the piece you want to update in the “Edit Existing Holdings” section, click on it, and its current information will be populated in the catalogue

## Manage Holdings

Add New Piece

Title:

e.g. Symphony no. 2 in D major

Identifier:

Value: ⓘ

No: ⓘ

Op. ▼

Ensemble Type

Select Ensemble Type ▼

Composer

Search...

[Don't see composer?](#)

Genre

Genre

Publisher

Publisher

Generate Call Number

Holdings Type

☒ Physical Parts

☐ Digital Scans

Edit Existing Holdings

Advanced Filter

Title

Composer

Search

Don Giovanni KV 527	Mozart, Wolfgang Amadeus	Luck's Music Library
Così fan tutte KV 588	Mozart, Wolfgang Amadeus	Kalmus
The Magic Flute KV 620	Mozart, Wolfgang Amadeus	Kalmus
The Marriage of Figaro	Mozart, Wolfgang Amadeus	Luck's Music Library
Khovanchchina	Mussorgsky, Modest Petrovich	Luck's Music Library
Pictures at an Exhibition (orch. Ravel)	Mussorgsky, Modest Petrovich	Boosey & Hawkes
Clarinet Concerto	Nielsen, Carl	Luck's Music Library
Flute Concerto	Nielsen, Carl	Dansk Musik
Flute Concerto	Nielsen, Carl	Royal Library of Copenhagen
Septet and Act III Finale from Tales of Hoffmann	Offenbach, Jacques	Luck's Music Library

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form entitled “Editing [piece name].” Now in “edit” mode, you have the option to update information about the piece or delete it from the catalogue.

## Settings

You must log in and have administrative permission to access the **Settings** page. On this page, you can add admins, update the digital catalogue folder location on your computer, and create two types of backups:

1. A backup of the library’s physical holdings records, which creates a CSV file that you may transfer to an external system such as Microsoft Excel/Google Sheets.
2. A backup of the digital catalogue, which compresses (zips) the digital catalogue folder.

It is suggested that you periodically create backups and store them in a safe place like Google Drive or a shared server. New backups will not overwrite old ones, so you will need to delete older backups manually.

## Settings

### Set Digital Catalogue Folder

Choose Folder

Current Path: /Users/mb3639/Documents/philharmonia\_library\_digital\_catalogue

### Add New Admin

Name

Enter full name

NetID

Enter Yale NetID

Add New Admin

### Export Holdings Data

**Export as CSV**  
Download your library data in a simple spreadsheet format. Do this if you want to view or edit your collection in Excel, Google Sheets, or another program. Great for long-term access or migrating to a different system.  

Export as CSV

Create and compress a backup of the digital library catalogue. Store in Google Drive or another safe location.  

Export Digital Catalogue

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## Frequently Asked Questions

### How do I get administrative access?

While any user can browse the catalogue, only Yale-affiliated librarians with administrative permissions on this application can modify the holdings and digital catalogue. You can log in with your Yale NetID through the Central Authentication System.

Admin permissions may only be granted by other admins (through the **Settings** page) or the system administrator. Logging in through Yale CAS does not automatically grant you admin permissions. The people who have default admin access to this app include:

- Philharmonia Production Coordinator and Librarian (main user)
- Philharmonia General Manager
- Desktop Support/IT Specialist

If you are new to this position and do not yet have admin access, you may contact one of the above individuals and ask them to log in to this application and grant you administrative access through the **Settings** page.

If this is not possible, please fill out [this form](#) (*not available in demo mode*) so that the system administrator can review your application and grant admin access.

Once you have admin access, you may choose to add other admins. For security purposes and to protect the integrity of the library catalogue, only add trusted librarians, such as student library workers, as administrators. A name and a correct Yale NetID are required to grant admin privileges.

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### **What is the Digital Catalogue Path (and why do I get warnings about a missing path)?**

The Digital Catalogue is a folder that resides locally on the library computer. A backup of this folder may exist in shared storage such as Google Drive or the School of Music private server. It is not included in this application when you download it. This folder contains all PDF scans of music that the Philharmonia owns and/or has performed in recent years. When the application first loads, you will need to specify the path on your computer where this folder is located. If the folder is moved or deleted, you will receive a warning and an option to reset the path.

If the digital catalogue does not yet exist when trying to launch this application, follow these steps in order:

1. Close the Philharmonia Library Catalogue application.
2. Download the digital catalogue folder from the Google Drive account associated with [company email address]. It may also be located in the School of Music shared storage. Look for **philharmonia\_library\_digital\_catalogue.zip**.
3. Move the zip file to the **Documents** folder on your computer. Do not put it inside of any other folders.
4. Expand (unzip) the folder and make sure it is named **philharmonia\_library\_digital\_catalogue** *exactly*. Do not capitalize, add spaces, etc. This folder contains other folders of composer names, each of which in turn contains folders of pieces, which eventually lead to PDF scans of music.

5. Reopen the library catalogue application. The setup wizard should launch again. If it does not, see no. 6B below.
  6. **A.** If the setup wizard launches, on the “Scan for Digital Catalogue Folder Page,” make sure that the digital catalogue folder is found in the Documents folder during the scan. If you named it something else or saved it somewhere other than the Documents folder, navigate to and select that folder instead.  
  
**B.** If the setup wizard does not launch, you may have already set a path for the digital catalogue. If this was unintended, you can choose a new folder in the **Settings** page to reflect the correct folder. You must be logged in as an admin to access the settings page. If needed, you can uninstall and reinstall the Philharmonia Library Catalogue application, which will trigger the setup wizard again so that you can select the correct path (see no. 6A).
  7. Navigate to the **Digital Catalogue** page. You should now see the folders of composer names on this page, and you can navigate through them.
  8. Periodically back up and compress (zip) the digital catalogue from the **Settings** page and store it in Google Drive or another safe storage location.
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### **What do I do with the call number? What does it mean?**

The call number is an important identifying piece of information for each piece in the collection. It contains four categories: composer, ensemble type, genre, and publisher, and occasionally includes further identifying information, such as an opus number. You can learn more about the call number on the **Classification Guide** page.

The cataloguing system automatically assigns a call number to a piece and saves it in the database when you click “Generate Call Number,” so you don't need to worry about creating it yourself. When cataloguing a new piece, make sure to write down the call number before pressing submit, create a new label with the call number on a single line separated by spaces, and affix it to the folder before shelving it.

As indicated by the call number, pieces will be organized by ensemble type, then further by composer, genre, and finally publisher. Please familiarize yourself with the shelving guide (also included in the Google Drive folder) to correctly shelve the new materials.