**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.

**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.

**Physical Library Holdings**

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

**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.

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 item to the library system, 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.

**Backups**

On the **Settings** page, you can create two types of backups:

1. A backup of the library’s physical holdings record, 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 (they will be saved with a new timestamp), so you will need to delete older backups manually.

**Librarian Admin Permissions**

Any user can browse the catalogue. Only Yale-affiliated librarians with administrative permissions on this application can modify the holdings and digital catalogue. To do this, you will need to log in with your Yale NetID through the Central Authentication System. If you need administrative access, see "Get Admin Access" in the FAQ below. Once logged in, you can add a new admin on the **Settings** page.

**Frequently Asked Questions**

**How do I get librarian administrative access?**

Admin permissions may only be granted by other admins 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](https://form.typeform.com/to/nnqpQU2Z) so that the system administrator can 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.

**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. It is not included in this application when you download it. 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 [**yalephilharmonia@gmail.com**](mailto:yalephilharmonia@gmail.com). 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 change the base path on 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).

1. Navigate to the **Digital Catalogue** page. You should now see the folders of composer names on this page, and you can navigate through them.
2. Periodically back up and compress (zip) the digital catalogue from the **Settings** page and store it in Google Drive or another safe storage location.

**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, so you don't need to worry about generating 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 to correctly shelve the new materials.