**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 PDF scans of music that the Yale Philharmonia owns.

**Classification Guide**

The library’s physical materials are catalogued and organized based on the George Sherman Dickinson Classification Guide for Musical Compositions. Please familiarize yourself with the guide on this page. When adding a new piece to the library, be sure to generate the call number (on the Manage Holdings page), create a label with the call number, and affix it to the folder before shelving.

**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 easily find materials in the library shelves. Librarians with administrative permission can modify the catalogue (add, edit, and delete pieces) to accurately reflect the physical library holdings.

**Digital Catalogue**

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

To use the digital catalogue, you must specify the base path on your computer where the directory containing the scans are located. 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** button to add them to the digital catalogue.

When adding a new physical piece to the database, you have the option to link its digital scans (if they exist) in the Digital Catalogue.

**Reports**

To effectively monitor and maintain the library holdings over time, you may want to periodically generate 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.

**Librarian Admin Permissions**

Anyone can browse the catalogue, but only Yale NetID verified librarians (or default admins, see below) can modify it. If you need admin access but do not have it, see "Get Admin Access" in the FAQ below.

**Frequently Asked Questions**

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

Admin permission may only be granted by other admins or the system administrator. The people who have default admin access to this app include:

* Production Coordinator and Librarian (main user)
* Philharmonia General Manager
* Desktop Support 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 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 Base Path (and why do I keep getting warnings about a missing path)?**

The digital catalogue is an integral part of the application and the library. If you get warnings on launch that the catalogue folder cannot be found, it is likely due to a folder path misconfiguration or a missing folder. You need to locate the digital catalogue (the folder containing all of the music scans that the Philharmonia owns) and let the app know where on the computer it is located.

If the catalogue does not exist yet, follow these steps in order:

1. Download the 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**.
2. Move the zip file to the **Documents** folder on your computer. Do not put it inside of any other folders.
3. 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.
4. Close the library catalogue app and reopen it, and when the warning shows, navigate to this folder, click on it, and click **OK**.
5. Navigate to the digital catalogue page. You should now see the folders of composer names on this page.
6. 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.

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.

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.