

GORDON ERICKSON MUSIC LIBRARY POLICIES

- **Music Library Collection**

The Music Branch Library collection consists of the music itself in all formats as well as teaching and learning materials to support the activities of the Music Department.

Examples include: scores, collected works, instrumental and vocal music, pedagogical materials, librettos, composer's sketches, bibliographies of music, graded lists of music, thematic catalogs, discographies, repertory, selected conducting and composing books, texts on instrumental methods, historical monuments, musical facsimiles, audio materials, and visual materials for music instruction.

The Music Library Reference collection will be limited to working tools, used by staff or patrons on a daily or frequent basis, in support of teaching, research, and performance.

Examples include: dictionaries, encyclopedias, bibliographies, and indexes of music.

The Chester Fritz Library will contain reference materials, music literature, materials on the history of music and music relative to other fields of study, as well as research materials on music theory and analysis.

Examples include: biographies, books about music and its history, books on the music of the world, bibliographies of music literature, materials on music history and criticism, and books about specific instruments.

All music periodicals will be housed in the Chester Fritz Library.

NOTE: Exceptions to the above guidelines may occur. In these instances, the Library manager and Music Department liaison will be consulted.

- **Borrowing Limits**

The following limits are applicable for music materials:

| <u>Material</u> | <u>Undergraduates</u> | <u>Graduates</u> | <u>Faculty</u> |
|--------------------|---|-------------------|------------------|
| <i>Books</i> | <i>30 days</i> | <i>1 semester</i> | <i>1 year</i> |
| <i>Scores</i> | <i>30 days</i> | <i>1 semester</i> | <i>1 year</i> |
| <i>Reference</i> | <i>In Library</i> | <i>In Library</i> | <i>Overnight</i> |
| <i>Coll. Wrks</i> | <i>In Library</i> | <i>Overnight</i> | <i>1 month</i> |
| <i>Reserve</i> | <i>In Library</i> | <i>In Library</i> | <i>1 month</i> |
| <i>Recordings</i> | <i>In Library</i> | <i>1 week</i> | <i>1 month</i> |
| <i>Videos</i> | <i>In Library</i> | <i>1 week</i> | <i>1 month</i> |
| <i>Orch. Parts</i> | <i>Special Permission Only, see below</i> | | |

- **Gordon Erickson Collection Orchestral Parts Sets**

Orchestral parts sets in the Gordon Erickson collection (valuable as full sets for orchestral performance) will only be loaned as complete parts sets, by special permission, to be determined in the same manner as for volumes of Collected Works sets.

- **Reserve Materials**

Reserve materials may be of two types:

Class-term reserves (reserve items that will be returned to the shelves of instructor at the end of the semester and are located in the restricted area behind the Circulation desk);

Long-term reserves (items for reserve that will remain on reserve indefinitely and are located in a browseable area adjacent to and supervisable by the Library Aide. Items in this area must be checked out if removed from the shelves. A review list will be sent to the instructor annually to review the status of each item)

Materials from the Chester Fritz Library may be placed on Reserve at the Music Library indefinitely. The faculty member will check out the material from the Chester Fritz Library and transport it to the Music Library. The Music Library Manager will then place the item on Reserve and discharge it from the faculty member's name.

- **Audio-Visual Equipment**

Audio-visual equipment (camcorders, tripod, VCR/television combinations) is available for checkout by faculty members or graduate students. The equipment will be bar-coded in the same manner of books and will have the same checkout as Reserve materials (3 hours)

- **Interlibrary Loan**

Significant changes affecting InterLibrary Loan services have been introduced.

A \$10.00 charge will be levied for each item that is requested but not picked up or any item that becomes overdue.

There will be no limit on the number of submitted requests.

The Chester Fritz Library will absorb up to \$25.00 of the cost of lending, handling, copyright, and postage fees charged by the lending library. No additional charges will be levied without prior authorization.

PRIORITY SERVICE (from NDSU libraries only) may be available for articles at a cost of \$6.00 per item. With Priority Service materials are generally available within 48 hours.

NOTE: Electronic ordering is now available at:

<http://www.odin.nodak.edu/webpals/patron.html>

- **Dubbing**

Dubbing of recordings of copyrighted material, for circulation, is illegal. Instructors may place, on Reserve, a maximum of one recorded copy, for In Library use only. All dubbed copies must be destroyed at the end of each term. Specifically forbidden is the creation of multiple copies of commercial recordings for circulation.

Students may request a dubbed recording of a single song for classroom presentation and demonstration. This copy will be created by the Music Library Manager, bar-coded, and circulated, with a copyright notice, for 14 days only.

The Music Library will not make copies of recordings of departmental performances for individual patrons.

- **Departmental Performances**

An original and copy of all Music Department concerts, recitals, and performances will be delivered to the Music Library for storage and circulation. The Music Library will not make copies for recordings of departmental performances for individual patrons.

- **Library Access**

Only music faculty, graduate students, and library staff may use the Music Library outside of operating hours. Under *no* circumstances should faculty open the Library for students and leave them unattended. Doors must be locked upon entry and exit from the Library. All lights and computer terminals, and the copy machine must be turned off upon leaving. Faculty or graduate students checking out materials after hours music complete an After-Hours CheckOut form for each item removed from the Library. There will be **no** exceptions to this policy.

- **Desk Access**

The area behind the Music Library Circulation desk shall be considered a restricted area, with access only to Music Library staff and Music Department faculty. Faculty is allowed access to the recording stacks and Reserve shelves for the purpose of research or class preparation. Only Music Library staff is permitted in the area immediately behind the Circulation desk, where legally confidential patron records may appear on the computer screen.

- **Lost Items**

The Music Department will be responsible for any materials from the Music Library that become lost or stolen. However, any materials that were checked out, not returned, and subsequently billed and paid for at the Chester Fritz Library will be reordered and paid for through the Chester Fritz Library Replacement Fund.

- **Replacement of Missing Materials**

Not all items determined "missing" will be replaced by the Library. All requests for replacement must be submitted to the Music Library Manager and approved by said manager and the Music Department Liaison.

Specific criteria for replacement include: Demand for the title; current value of the missing item to the collection; coverage of the subject by other library materials; estimated time & cost of replacement; and length of time the item has been missing.

- **Acquisitions Allocations**

30% of the Ulliot Endowment funds available will be allocated to the Library. As a guideline, 20% of that apportioned amount will be targeted for collection development. Remaining funds will be distributed according to requests received from Library management and Music Department faculty.

- **Library Book Requests**

When submitting requests to the Library Manager for Library materials, the following information music be included:

*Catalog page, ad, or notice, OR,
Full bibliographic citation (author, title, publisher, date);*

*ISBN or other order number; Performers (if applicable);
Prioritization*

- **Gift Materials**

Receipt of gift materials will be made at the Music Library. All gifts will be evaluated by the Music Library Manager for consideration according to the appropriateness to the curriculum as well as Library possession of additional copies. Items deemed appropriate for placement in the Chester Fritz Library will be forwarded to the Music Branch Supervisor for consideration. Bookplates may be placed in gift materials for significant donations.

The Chief Bibliographer of the Chester Fritz Library will send formal thank-you letters to donors.

- **Withdrawn Items**

Any materials selected for withdrawal from the library collection will be made available for faculty review before withdrawal. All materials will then be transferred for inclusion in the Chester Fritz Library Book Sale.

- **Music Library Aides**

Library Aides in the Gordon Erickson Music Library will have the following duties:

Assist patrons through checkout of materials, discharge of returned items, and re-shelving of said materials. Library Aides supervise patrons and monitor library materials, ensuring that all materials leaving the library have been checked out and that materials are not defaced or mutilated; they ensure that books and other Music Library materials are in proper order by participating in a regular program of shelf reading; and they complete other projects as assigned by the Music Library Manager; they may also answer reference questions within their level of competence.

NOTE: Music Library Aides are specifically responsible for the implementation and enforcement of Music Library policies. Aides are NOT responsible for doing the bidding of other persons in ways which may conflict with these policies or the duties described above.

- **Library Testing**

Music Library staff is not responsible for proctoring of tests. Only self-proctored tests may be given in the Music Library.

Reviewed by Music Library Manager and Music Department Chair for compliance with original Music Department faculty determined policies of 1997, as modified according to requirements of Chester Fritz Library policy and U.S. Copyright Law, 9/25/03