

Music Centre Library Catalogue

1. Overview

The physical storage of the library is by user type (broad genre). There are also subgenres within these broad categories.

- The primary CAT (CATALOGUE) data sheet should just be a record of what has been acquired.
- The secondary LEND (LENDING RECORD) sheet should be a copy and paste of the main page, with the additional fields showing borrower id, date out, date returned.
- Fields present on both sheets are shown as U – universal
- An online pdf extract can be taken of the CATALOGUE data sheet – with a note that the lending record is held by the music centre so not all items may be currently on the shelf.

SHEET	Field name	Summary Description
U	ID	Sequential number in order of catalogue entry validation. Blank ID means validation outstanding (by library convenor)
U	Shelf Mark	Physical shelf area see 3.1. – connects with genre and usage. Mostly corridor but some categories will be in the reading room.
U	Genre	See 3.2
U	Inst_Vce	Instrumentation or Voicing See 3.3 – necessary for ensembles
U	Composer	A-Z within Genre. (if non, Anon).
U	Arranger	A-Z within Genre if not using composer
U	Title	A-Z within Genre / Composer
U	Publisher (date)	Information only
U	Notes	e.g. if parts missing when lent out; Lendersheet: if multiple copies borrowed of an edition Lendersheet: if borrowed on behalf of a society or group
C	Number of Copies	N if multiple
C	Provenance	If donated
C	STATUS ON SHELF	On shelf (Y) or out (N) or partly out (multiple copies) (P)
L	Borrower Id	Email address (* nb if for a group this need individual email for responsible named person)
L	Out Date	Date item(s) lent out
L	Return Date	Date item(s) returned
L	Action	If parts missing when returned If not all copies returned If overdue / missing / damaged Who to pay if borrower
L	Action closed	Y - when completed

2. Processing Instructions

2.1. Cataloguing – data entry in CAT sheet.

- Determine which shelf-mark area your material belongs to based on genre / group usage (see section 3 below). If in doubt, please consult the library convenor.
- If you are using your own laptop to catalogue data, cut and past the template data headings from the master to your own excel sheet. Then you can cut and paste easily from your temporary working sheet to the master sheet.
- If there are multiple parts, show this in the [Instrumentation_voicing] field. Exceptionally, only for choral works, if a choral set has multiple separate part books for each voice, list each part book as a separate catalogue entry.
- If a particular part is missing – note this in the catalogue NOTES field.
- Red data fields are compulsory. Others are optional depending on what sector of material you are working with. Ensemble music should always have [instrumentation_voicing].
- Copy and paste from any temporary spreadsheet into the next available lines in the master catalogue. Be careful not to overwrite any existing rows!
- Leave the ID blank and the library convenor can then check your data and enter an ID once the record has been validated.

2.1.1. Consolidating catalogue records.

- Library convenor review items with blank ids on the CAT sheet and [Status on Shelf] = Y: check physical files against data, and if fine, set [ID] to the next sequential number (id is simply sequential acquisition number).
- Library convenor review items with blank ids on the CAT sheet and [Status on Shelf] = N: catalogue for this item cannot be completed until returned. Check LEND file to ensure that there is no return date – that the item is still out. Resolve any discrepancies.
- Library convenor review regularly items on the LEND sheet that have blank IDs, and set up stub records on the main Catalogue using the lending record (Status on Shelf] = N if out, or Y if re-shelved). Once these items have been returned and shelved (lending record return date set and shelf status on Catalogue record set to Y), the library convenor should check item and complete the record on the main catalogue as above – allocating ID if complete.

2.2. Borrowing: to process an item to the LEND sheet.

- Open and find item on main **CAT** sheet
- Input [**Status on Shelf**] = **N** in the CAT sheet and **save**.
- Highlight line and copy and paste this row from the CAT record to the next line on the **LEND record**.
- **Close catalogue sheet to avoid confusion.**
- LEND sheet [Borrower ID] = their email address – university if staff or student (as this has their user id on it and is trackable).
- Enter today's date in Lend [Out Date] field.
- **If the item is not yet on the main catalogue sheet:**
 - close main CAT sheet, and record core (red) data on the LEND sheet before issuing. Nb LEAVE ID BLANK. If you aren't sure about shelf mark you can also leave this field blank pending return and shelving.
- If the item has multiple parts – make sure you check that details on all the parts are entered before lending and record all the parts issued and number of copies of each on the LEND sheet [Instrumentation_voicing] field.
- Note in NOTES any parts that were missing at the point of lending.

2.3. Returns: To process returned items to the LEND sheet:

- Check that all parts are present if relevant (see [instrumentation_voicing field]).
- Check notes – if note says that multiple copies borrowed of the same item, check that the same number multiple copies returned
- If all fine – set the LEND [Return Date].
- If parts missing – note in Actions column and leave main record reading N until resolved.
- Once Actions resolved (e.g. parts or copies replaced) mark Y for Action closed.
- Shelf the item in the appropriate shelf mark section – see section 1 for shelving instructions – remembering to set the [STATUS ON SHELF] flag on the main CAT record to Y.

2.4. To chase returns and Actions:

- Most outstanding will be chased at the approach to the end of semester and end of year – note in the NOTES field if any other return date has been agreed that is non-standard.
- Sort lending record by return date to see items with no return date
- Email
- Note on ACTION – Overdue (or missing or damaged)

2.5. Backup and review:

- If something continues to be missing or missing parts make the piece unplayable – decisions periodically about whether to replace or de-acquisition.
- While items on the shared drive are backed up overnight and could be recovered from previous day, library convenor should remember to keep a backup master file (possibly when updating online pdf).

3. Data Tables

3.1. Shelf Mark

1	Instrumental groups	Shelf Sorted by
1.1	Orchestral	Composer A-Z / title
1.2	Instrumental Ensembles non-orchestral	Composer A-Z / title
1.2.0	Early music consorts (boxes)	Composer / title
1.2.1.	String ensembles (string orchestra; solo part string groups eg quartets, quintets, etc including strings and piano) 1.2.1 string orchestra 1.2.10 trio 1.2.11 quartet 1.2.12 quintet 1.2.13 sextet 1.2.14 misc. solo string ensemble 1.2.20 guitar etc	Type of ensemble / composer / title
1.2.2.	Mixed solo instrument ensemble	Composer / title
1.2.3x.	Wind Ensembles 1.2.31 flute 1.2.32 oboe 1.2.33 clarinet 1.2.34 bassoon 1.2.35 sax 1.2.36 mixed	Composer / title
1.2.4.	Brass Ensembles	Composer / title
1.2.5	*Band	Title
1.2.6	*Instrumental folk ensemble	Title
1.3.	Children's Instrumental Ensemble	Composer / title
2	Vocal groups	
2.1.	Choral (*concert music)	Composer / title
2.2.	Liturgical Choral (*worship music)	Composer / title
2.3.	Part songs	Composer / title
2.3.1.	Part Songs – Song books	Composer / Title
2.4.	Music Theatre	Composer / title
2.5	Opera	Composer / title
2.6	Children's Choir	Composer / title
3	Solo voice	
3.0.	Vocal Pedagogy	Composer / Title
3.1.	*Solo Vocal Anthologies	Voice type SATB / title
3.2.	Solo voice(s) (may include instrumental accompaniment parts) (includes solo voices in duets, trios – not choral)	Composer A-Z / Title
4.	Folk Music	

4.1.	Vocal Folk Music	Nation (Britain, England, Ireland, Scotland, Wales, Other) / Composer / Title
4.2	Vocal Popular Music	Composer A-Z, anthologies by title A-Z
5	Solo instrumental	
5.0.	*Reference and module textbooks	Author / Title
5.0.1.	<i>*Study scores</i>	<i>Composer / Title (note: planning for these mostly to be in the main library)</i>
5.1.	*Organ	Composer / Title
5.2	*Piano	Composer / Title
5.3	*Keyboard Pedagogy	Composer / Title
5.5	Strings	
5.5.01	String pedagogy	Composer / Title
5.5.1.	Violin	Composer / Title
5.5.2	Viola	Composer / Title
5.5.3	Cello	Composer / Title
5.5.4	Bass	Composer / Title
5.5.5	Other string e.g. Harp	Composer / Title
5.6	Solo Wind	Composer / Title
5.6.1.	Flute	Composer / Title
5.6.2	Oboe	Composer / Title
5.6.2	Clarinet	Composer / Title
5.6.3	Saxophone	Composer / Title
5.6.4	Bassoon	Composer / Title
5.6.5	Other wind e.g. Recorder	Composer / Title
5.7	<i>Brass (sub break down if needed)</i>	Composer / Title
5.8	<i>Percussion (ditto)</i>	Composer / Title

***these resources are suggested for the reading room shelves because of relative volume**

3.2. Genre

Optional, keyword based, and depends on the main category what will be useful.

Orchestral	Band	Choral	Instrumental or Vocal Ensemble (where each part is a solo part)	Instrumental or Vocal Accompanied Solo
Mass Symphony Concerto Choral Overture Masque Cantata Suite Oratorio Medley	Medley	Part (if one voice per book) VS (vocal score) Folksong Mass Oratorio Cantata Madrigal Motet Canticle	Duet Trio Quartet Quintet Sextet Octet Etc	Piano part Instrumental part – see voicing below

Character Piece Fugue Sonata Ballet		Communion Evensong Partsong		
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3.3. Instrumentation / Voicing Abbreviations – for ensembles

Instrument Class	Subtypes
Vocal	S A T B (*older music may need interpretation e.g. what does 'Cantus' mean = normally S) High Low Treble
Keyboard	pf; hpd, org; Cont. (for harpsichord) pf3h etc
Flutes	picc, fl afl, bfl (recorders = srec, drec, arec, trec, brec)
Double reeds	ob, eh (English Horn, or Cor Anglais), bn
Single reeds	cl, ssax, asax, tsax, bsax If variant: e.g. Cl [Eflat] – with space
Percussion	perc., or elaborate!
Strings	vln, vla, vc, db, gtr, bgtr, hp
Brass	br – if generic brass band book crt, euph tpt, tbn, btb, hn, tba Specialist brass should be expanded – Piccolo Tpt, Wagner Horn, etc If variant key - e.g. hn [F]

** use IMSLP abbreviations see https://imslp.org/wiki/IMSLP:Abbreviations_for_Instruments