We Got The Music In Us: Starting a Music Library from Scratch

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Northwestern State University
A Brief History

- Dialog first started in about 2007
- Mandate from the National Association of Schools of Music
- Initial Footprint submitted in October of 2012
- Work started in early 2013
- Grand opening August 2014
Danny and Lenn Prince – The Donors
Starting the Process
CONSIDERATIONS
The System

• Basic names and descriptions
• Basic policies (whose do they follow)
  – Closing dates
  – Acquisition and Serial maintenance responsibilities
  – User policies
• Interface—Staff Client or Webservice
Add-On Library Policies Worksheet

Library Site Code: LANS
Current Unicorn SirsiDynix Symphony Version: 1.4.1
Director’s Status: Yes _____ No ___
Version of Director’s Status:
How will SirsiDynix access your Unicorn SirsiDynix Symphony server (IP address)?
www.jesslibaries.org or 76.165.119.196

Contact Person: Gail Esway
Phone: 218-377-4774
Email: esway@jessu.edu

Please fill in the below information for each library that is being added:

Library Name (-10 Characters): MUSIC
Description (-40 Characters): Music and Multimedia Library
CCO code: LSW

Which day(s) of the week is the library closed: Saturday and Sunday

Is the loan period the same as the other libraries? Yes _____ No ___
Does the library allow fines when the library is closed? Yes _____ No ___
Does the library allow an additional library group policy setup? Yes _____ No ___

Acquisition maintenance list: WATSON
Serials maintenance list: WATSON
Can SirsiDynix do a hold and run while the library is open? Yes _____ No ___
Requested date for library policy to be added: Prior to May 2011, if possible

SirsiDynix will create a number of web environment policy files for the new library. Which current library web environment policy would you like for SirsiDynix to duplicate for this new library? WEBSEVER

Does your library use custom users access policies? Yes _____ No ___
If so, which current user access policy would you like SirsiDynix to duplicate for the new library being added? ________________

For the user profile and environment policies, SirsiDynix normally creates a new policy for each library for Web logins beginning with a W followed by the new library’s policy name (ex: WMAIN). Likewise, a new user profile and environment policy is created for circulation starting with WC followed by the library name and for technical services starting with CT followed by the library name (ex. ZOMAIN and ZTMAIN). Would you like for SirsiDynix to create these user profiles for you as well? Please let us know by choosing one of the following options:

Web Library User Profile and User Environment
_____ Create a Web user profile for each of my libraries being added (ex: WMAIN)
_____ Create a Web user environment for each of my libraries being added (ex: WMAIN)
_____ Do not create this Web user profile and create all web users with the following existing user profile

Circ Library User Profile and User Environment
_____ Create a Circ user profile for each of my libraries being added (ex: ZOMAIN)
_____ Create a Circ user environment for each of my libraries being added (ex: ZOMAIN)
_____ Do not create this Circ user profile and create all Circ users with the following existing user profile

Circ Library User Profile and Environment
_____ Create Circ user profile for each of my libraries being added (ex. ZOMAIN)
_____ Create Circ user environment for each of my libraries being added (ex: ZOMAIN)
_____ Do not create this Circ user profile and create all Circ users with the following existing user profile

Note: We will create a number of web environment policy files for the new library, the site is responsible for their use, holding codes, and custom policies that they are using that is different from the delivered WC, CT, and WT policies.
Purpose of Library

• Shareholders
  – Patrons
    • Their needs and expectations
  – Library
    • Our needs and expectations
  – Accrediting bodies
    • Expectations
• Reality of expectations to be met—within the realm of possibility
• How will it be serving the patrons?
Users

• Are the users the same?
• Will policies be the same?
• Are new users or policies (for old or new users) needed?
  – Check out times different?
  – Fine times and/or fines different?
Cataloging the Collection

• What categories are needed: Item Types, Item Cat 1s, etc.
  – Do you need to create new ones?

• Where are items now?
  – New—need cataloging
  – Existing—simply need location change

• Browsing or closed collection?
Cataloging the Collection

• How many?
Considerations—The Collection

• How many?
• What kinds of items?

My suggestion—LOOK FOR YOURSELF!!

• How are/will they be stored, displayed, browsed?
  – Placing of barcodes and spine labels for inventory/retrieval
Cataloging the Collection

An American Triptych

The Gregg Smith Singers
Gregg Smith: Conductor

1) The Beginning
2) Carols of Death
3) Reincarnation

Aaron Copland
William Schuman
Samuel Barber
The Collection -- Workflows

- Holding Codes
- Item Types
  - MUSICAV
  - MUSICBOOK
- Classification
  - LC
  - Other

Had to know this to produce proper spine labels
The CDs had accession numbers already on them. We kept the accession numbers where possible.
### The Circulation Map

![Circulation Map](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Library</th>
<th>User Profile</th>
<th>Item Type</th>
<th>Circulation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC-SERIES</td>
<td>Faculty series rule</td>
<td>ALL</td>
<td>FACULTY</td>
<td>SERIES</td>
<td>21DAY</td>
</tr>
<tr>
<td>GRID-SERIES</td>
<td>Graduate student series rule</td>
<td>ALL</td>
<td>GRADUATE</td>
<td>SERIES</td>
<td>21DAY</td>
</tr>
<tr>
<td>UGR-SERIES</td>
<td>Undergraduate student series rule</td>
<td>ALL</td>
<td>UNDERGRAD</td>
<td>SERIES</td>
<td>21DAY</td>
</tr>
<tr>
<td>LSM-SERIES</td>
<td>LSMSA series rule</td>
<td>ALL</td>
<td>STAFF-U</td>
<td>PAPERBACK</td>
<td>21DAY</td>
</tr>
<tr>
<td>STF-SERIES</td>
<td>Staff series rule</td>
<td>ALL</td>
<td>ILL</td>
<td>SERIES</td>
<td>21DAY</td>
</tr>
<tr>
<td>ILL-SERIES</td>
<td>ILL series rule</td>
<td>WATSON</td>
<td>OTHER</td>
<td>PAPERBACK</td>
<td>21DAY</td>
</tr>
<tr>
<td>OTH-SERIES</td>
<td>Other patron series rule</td>
<td>ALL</td>
<td>FRIEND</td>
<td>SERIES</td>
<td>21DAY</td>
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<tr>
<td>FRD-SERIES</td>
<td>Friend series rule</td>
<td>ALL</td>
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<td>21DAY</td>
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<td>FACULTY</td>
<td>MUSICAV</td>
<td>F-21DAY</td>
</tr>
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<td>GRADUATE</td>
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<td>21DAY</td>
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<tr>
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<td>Music Library AV Staff</td>
<td>MUSIC</td>
<td>STAFF</td>
<td>MUSICAV</td>
<td>21DAY</td>
</tr>
<tr>
<td>MUSICAVUGR</td>
<td>Music Library AV Undergraduate</td>
<td>MUSIC</td>
<td>UNDERGRAD</td>
<td>MUSICAV</td>
<td>4HR</td>
</tr>
<tr>
<td>MUSICAVLSM</td>
<td>Music Library AV LSMSA</td>
<td>MUSIC</td>
<td>LSMSA-STU</td>
<td>MUSICAV</td>
<td>4HR</td>
</tr>
<tr>
<td>MUSICBKFAC</td>
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<td>FACULTY</td>
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<td>F-21DAY</td>
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<td>MUSICBOOK</td>
<td>4HR</td>
</tr>
</tbody>
</table>
The Collection--*Policies & Procedures*

- Lost items
- Repairs
- Fixes (peeling or lost barcode or spine label)
- Items to be withdrawn
- Holds
- ILL--Y or N

- Renews
- Copies
- Reserves
- Communication (who gets called for which problems)
The Collection--Policies & Procedures

• Tech Processes Department
  – Loading Records Procedures (how-to)
  – Transferring books Procedures (how-to)

• New Music Library Staff
  – Training
    • Equipment
    • Circulation
    • Book Repair/Upkeep
Equipment

• Detection system
• De/Resensitizers for different media
• Barcode scanners
• Magstripe readers
• Computer/monitor
• Printer
• Receipt printer
Supplies

• Tattle Tape Strips—for different media
• Barcodes
• Spine labels
• Receipt tape

• Considerations:
  – Where items will be housed determines placement of barcodes, spine labels, and tattle tape (sometimes)
Supplies--

We ordered transparent blue barcode labels to further aid Circulation in determining which items belong to the music library.
Considerations--Furniture

- Will present furniture do the job?
- Different arrangement work better?
Furniture—Desk—end of the room
Furniture—Book Shelves

Reference → Stacks
Prince Music Media Library--Today

Desk-end of room
Prince Music Media Library--Today

Classroom-end of room
Prince Music Media Library--Today
The End