

A Directory of Music Collections in the Southeast United States is published by the Southeast Chapter of the Music Library Association (SEMLA) to serve researchers and individuals responsible for music materials in various institutions. Please answer all questions as thoroughly as possible.

When you have completed the questionnaire, please email it to the web editor, Jacob Schaub (jake.schaub@vanderbilt.edu) or send via traditional mail:

Jacob Schaub

Anne Potter Wilson Music Library

Blair School of Music

Vanderbilt University

2400 Blakemore Ave

Nashville, TN 37212

1. **Name, address, phone number, fax number, and Web site address of music library or collection, or of library containing material:**

|  |  |
| --- | --- |
| Library |  |
| Address |  |
| Phone no. |  |
| Fax no. |  |
| URL |  |

1. **For contact purposes, list the names, titles, and email addresses of main staff whose job duties concentrate on music service and music materials:**

|  |  |
| --- | --- |
| Person 1 |  |
| Title |  |
| Email |  |
| Person 2 |  |
| Title |  |
| Email |  |
| Person 3 |  |
| Title |  |
| Email |  |
| Person 4 |  |
| Title  |  |
| Email |  |

1. **Please indicate the FTE of staff who process and service music materials:**

|  |  |
| --- | --- |
| Professional FTE |  |
| Paraprofessional FTE |  |
| Student FTE |  |

1. **Please check the description that best applies to your library:**

[ ]  A. Self-contained music library, the holdings of which include all or most music materials within the institution.

[ ]  B. Departmental unit comprising a core collection of music materials, with significant music holdings also located in the general library stacks, storage areas, and/or other specialized units within the institution.

[ ]  C. General college, university, or public library collection, including music materials along with other subject areas.

[ ]  D. Collection consisting of primarily unique, archival, rare, or other specialized research materials in the field of music.

[ ]  E. Collection including unique, archival, rare, or other specialized research materials in the field of music along with specialized holdings in other subject areas.

[ ]  F. Collection consisting primarily of recorded sound and/or other non-print materials.

[ ]  G. Collection consisting primarily of performance materials for use by large ensemble(s) (orchestra, band, chorus, etc.).

1. **Approximate size of music collection (please specify if numbers indicate titles or volumes):**

|  |  |  |
| --- | --- | --- |
| Books about music |  | [ ]  Titles [ ]  Volumes |
| Scores |  | [ ]  Titles [ ]  Volumes |
| Microforms |  | [ ]  Titles [ ]  Volumes |
| CDs |  | [ ]  Titles [ ]  Volumes |
| LPs |  | [ ]  Titles [ ]  Volumes |
| Tapes |  | [ ]  Titles [ ]  Volumes |
| DVDs |  | [ ]  Titles [ ]  Volumes |
| VHS |  | [ ]  Titles [ ]  Volumes |

1. **Do you have additional collections you’d like to indicate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of collection: |  | Total: |  | [ ]  Titles[ ]  Volumes |
| Type of collection: |  | Total: |  | [ ]  Titles[ ]  Volumes |
| Type of collection: |  | Total: |  | [ ]  Titles[ ]  Volumes |
| Type of collection: |  | Total: |  | [ ]  Titles[ ]  Volumes |

1. **Number of current music periodicals (print & electronic access): **
2. **Please list your collections strengths (music educational materials, theoretical treatises, choral octavos, etc.)**

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1. **Please list any special collections (musician’s letters, rare editions, clippings files, photographs, local concert programs, etc.)**

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1. **OPAC used by your library: **
2. **Is your library a member of LYRASIS (previously SOLINET)?**

[ ]  Yes

[ ]  No

[ ]  Other: ****

1. **If current cataloging of music material is done online in a shared database, which shared database is used? Please indicate your institution’s code:**

 [ ]  OCLC. Institution code: ****

 [ ]  Other (specify; please include applicable institution code): ****

1. **Please specify which materials, if any, are not included in the shared database above:**

****

1. **Please give your institution’s National Union Catalog (NUC) code: **
2. **Is your library open to members of other communities or academic institutions?**

|  |  |  |  |
| --- | --- | --- | --- |
| For in-house use? | [ ]  Yes[ ]  No | If yes, under what conditions? |  |
| For listening? | [ ]  Yes[ ]  No | If yes, under what conditions? |  |
| For borrowing? | [ ]  Yes[ ]  No | If yes, under what conditions? |  |

1. **Do you lend music materials through Interlibrary Loan (ILL)?** [ ]  Yes [ ]  No
2. **If yes, please list any restrictions:**

****

1. **Please add any other information you consider pertinent:**

****

1. **Name and contact information of person completing questionnaire for follow up, if needed:**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Phone |  |
| Email |  |