

# COLLECTION DEVELOPMENT & ACQUISITIONS

A MUSIC LIBRARY ASSOCIATION EDUCATIONAL OUTREACH PROGRAM  
WORKSHOP

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Laura Williams  
Duke University

Holling Smith-Borne  
Vanderbilt University

**sem**la

**mla**



What we plan on covering in the workshop:

Identifying User Needs

Collection Development Policies

Vendors & Orders (Firm and Standing)

Approval Plans

Gifts and Weeding

What topics would you like to include in the workshop?




## “Gnarly” issues in the collection development of music:

- When is it appropriate to collect older media formats like CDs, or vinyl?
- Should content be duplicated in physical format if it is available in an electronic subscription?
- Purchasing the music of self-published composers
- Purchasing scores in .pdf format or a downloadable audio part needed for performing
- Sheet music on individual subscription





# Identifying User Needs

- Conservatory, school, or department?
  - Is focus on research, education, performance, or some combination of these?
  - If research focused, what level?  
([http://carnegieclassifications.iu.edu/classification\\_descriptions/basic.php](http://carnegieclassifications.iu.edu/classification_descriptions/basic.php))
  - In performance, is there one form or instrument that dominates?
- 



# Identifying User Needs

## Qualitative

- Meet with faculty members (small groups, individually, new faculty orientation)
- User surveys
- User focus groups



# Identifying User Needs

## Quantitative

- Faculty publications
- Review course descriptions and syllabi
- Attend student performances
- Review reference transactions
- Review ILL requests
- Review circulation statistics
- Review purchase requests







# Collection Development Policies

- Why are they important?
- Core qualities of a good policy.
- What they should not be.





# Collection Development Policies

University of North Texas Music Library

<https://library.unt.edu/policies/music-collection-development/>

Vanderbilt Anne Potter Wilson Music Library

[http://www.library.vanderbilt.edu/music/coll\\_dev.php](http://www.library.vanderbilt.edu/music/coll_dev.php)

Michigan State

<https://lib.msu.edu/about/collections/policy/>

(<https://libguides.lib.msu.edu/c.php?g=96009&p=625278>)

Tulane University

<http://library.tulane.edu/about/collections/policies/music>

Dartmouth College

<https://www.dartmouth.edu/~library/collprog/cdp/musiccdp.html>





## **ACTIVITY**

**Take 5 minutes to look at 1 of these policies.**

**What do you like about it? What could be improved?**

**Are they communicating their collecting goals to their primary users and administration?**

**What type of collection development policy is needed for your library? If your library already has one, is it working?**





# Vendors & Orders

Who are they? What are they?

## Vendors for scores:

- Theodore Front
- Harrassowitz
- JW Pepper
- Hutchins & Rea

## Vendors for A/V:

- ArkivMusic
- Theodore Front

## International monographs:

- Harrassowitz (Europe)
- Amalivre (France)
- Casalini Libri (Italy)
- Puvill (Spain, Portugal, Latin America)
- ABEbooks (out-of-print)





# Order Types

- Firm Orders
- Standing (or Continuation) Orders
- Approval Plans



# Orders

## Firm Orders

An order of a specific title in a specific format intentionally selected by a collection developer and placed (most often by an acquisitions member on behalf of the collection developer) with a specified vendor.

Alt text = discretionary spending/buying

Alt text = micro-purchasing





# Orders

## Firm Orders – Selecting

### Selection Decision Factors:

- Was it requested?
- Does it fill a core area or provide an advancement of thought?
- Does it fulfill a current or anticipated research, teaching, learning, or performing need among your constituents?
- If you purchase a score, do you also need to purchase a recording?
- Cost? Is it cost prohibitive?
- Can it be acquired?



# Orders

## Firm Orders - Selecting

### **New title announcements:**

- Set up email/online notifications from vendors.
- Publication announcements in journals such as Notes (MLA) and Fontes Artis Musicae (IAML).
- Blogs and newsletters in areas of interest to your users.
- Prize winners, such as Grammys, Pulitzer Prize, Grawemeyer Award.
- Basic Music Library (compiled under the auspices of MLA) – for collection assessment and filling gaps.





# Orders

## Firm Orders - Selecting

### **Review Sources:**

- Notes – all formats
- Fontes Artis Musicae – all formats
- Choice Reviews – books
- YBP - books
- Gramophone – recordings
- Fanfare – recordings
- Black Grooves – recordings
- CD Hotlist – recordings
- Specialized journals, such as Opera News, JAMS, etc.

# Orders

## Firm Orders – What it might look like

BIB= 8010247;ADM= 8149230 - String quartet no. 1. (Maconchy, Elizabeth, 1907-1994.). Year: 1956

Order List

Sublibrary	Order No.	Status	Arr St	Inv St	Type	Budget	Vendor	Local price
MUSIC	991008	SV	None	None	M	PXXUXXXMUXXX6 31-2018	PHARRASSOWITZ	22.02

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Number: 991008    Order Status: SV

Additional Order No:    Additional Order No:

Order ISBN/ISSN:

Open Date: 09/11/17    ERM ID:

Order Date: 09/11/17    Order Group: jmb

Material Format:    Status Date: 09/11/17

Material Type: S

Sublibrary: MUSIC

Acquisition Method: P    Order Unit: PERKO

Initiator ID: 00000000078

Initiator Name: Bagg, Jonathan E

Action: Create Hold    Approver ID:

Library Note: LHW/jmb \*\*Rush catalog and notify Jonathan Bagg

Buttons: Add, Duplicate, Delete, Print/Cancel, Send, Update, Save Def., Refresh, Cancel



# Orders - A brief but related digression

## Naming conventions

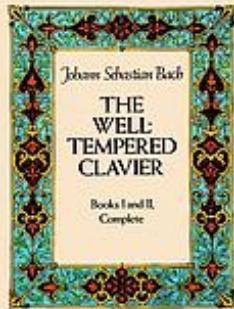
In music it's not uncommon to recognize a work by multiple names. For example:

- Concerto no. 9 in E-flat major for piano
- Piano concerto no. 9, K. 271 in E-flat major
- Klavierkonzert nr. 9 Es-dur, KV 271
- Konzert in Es für Klavier und Orchestra KV. 271
- Jeunehomme



# Orders - A brief but related digression

## Naming conventions



### The well-tempered clavier : books I and II, complete /

Johann Sebastian Bach; Saul Novack

1983, 1866

**No Linguistic Content** Musical Score : Printed music : Multiple forms 202 p. of music ; 32 cm.  
New York : Dover Publications, ; ISBN: 0486245322 (pbk.) 9780486245324 (pbk.)

#### GET THIS ITEM

**Access:** <http://catdir.loc.gov.libproxy.tulane.edu:2048/catdir/enhancements/fy0711/83005152-d.html>

**Availability:** FirstSearch indicates your institution owns the item.

- [Libraries worldwide that own item:](#) 587
- [Connect to the catalog at your library](#)

- External Resources:**
- [Tulane's link to resources](#)
  - [Cite This Item](#)

#### FIND RELATED

**More Like This:** [Search for versions with same title and author](#) | [Advanced options ...](#)

**Find Items About:** [The well-tempered clavier](#) (1); [Wohltemperierte Klavier](#) (478); [Bach, Johann Sebastian](#), (max: 22,013)

**Title:** The well-tempered clavier :  
books I and II, complete /

**Uniform Title:** Wohltemperierte Klavier, 1. T.

**Author(s):** [Bach, Johann Sebastian, 1685-1750](#);  
[Novack, Saul](#);

[Bach, Johann Sebastian., 1685-1750.](#) ; Wohltemperierte Klavier.; 2. T.; 1983.

**Publication:** New York : Dover Publications,

# Orders - A brief but related digression

## Vendor catalog records



Dolly Op. 56 : For Solo Piano / edited and arranged by Roy Howat.

Price: \$13.50

Faure, Gabriel, (1845-1924.)  
C. F. Peters ©1994

With preface, note on the performance and the transcription by Roy Howat.

1 score (25 p.); 31 cm.  
Edition Number: EP 7384  
Distributor Number: EP7384

Usually ships in 2 to 3 weeks.

1 Quantity



### FAURE DOLLY OPUS 56

FAURE G - C.F. Peters Corp.

Be the first to write a review

[Click to review](#)

listen view watch	Description	Number	Level	Price	Qty
	UPC: 6540270060 Publisher ID: 7384	9514664		\$10.95	<input type="text"/>

Currently Viewing



[Add to Music List](#)

ADD TO CART





# Orders

## Firm Orders - Budgets

- Budgets are generally tied to the fiscal year
- How is your budget distributed among the different areas or formats you support?
- Manage your budget over the course of the year
  - Adhere to fiscal year targets and deadlines
  - Keep track of where you are in your budget throughout the fiscal year
  - Assess spending at the end of the year



# Orders

## Firm Orders – Keeping track

- What is the total allocation for your budget this year?
- How much have you spent or encumbered at any given time?
- How much do you have left?
- Are you where you expected to be based on your calculations?

**Budgets**

Budget Filter  
Search Mode:

Budget code	Stat	Sublib	Budget name
PXXEUPCREMUX631-2018	AC	PERKO	PS UPCHURCH W & M SACRED MUSIC

**Budget Info** | **Object Codes**

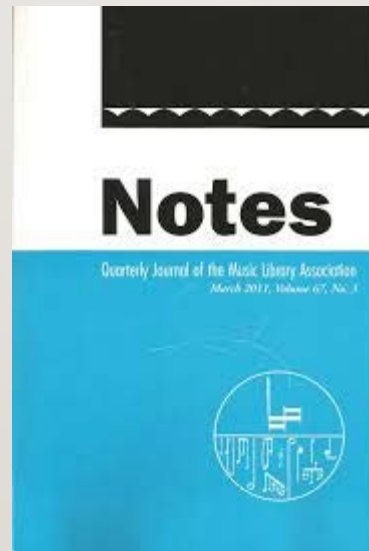
Payment Price	(559.10)
Invoice VAT Price	0.00
Payment VAT Price	0.00
<b>Total Allocated Balance</b>	6648.00
<b>Actual Balance</b>	6252.52
<b>Free Balance</b>	5277.00
<b>Expended</b>	5 %
<b>Expended + Encumbered</b>	20 %
<b>Over Expenditure</b>	0.00 %
<b>Over Commitment</b>	0.00 %



# Orders

## Standing Orders and Subscriptions

An order with a vendor or publisher for a continuing resource, such as a journal or database subscription or an ongoing series or set.







# Orders

## Standing Orders—Considerations

- Efficient system for ensuring continued access to essential resources.
- Budgetary considerations
  - Often expensive
  - Discounts for subscriptions
  - Financial commitment over a period of years.
  - Designated budget for standing orders.
- Important to assess the needs of your users
  - Database trials and user input
  - May be subject to library approval and needs prioritization.
  - Online resources and scholarly editions may not be available to your users through institutional sharing.



# Orders

## Standing Orders - Selecting

### Selection Decision Factors:

- Was the series requested?
- Does the series significantly contribute to meeting the current needs of your constituents?
- Does the series have the potential to significantly contribute to meeting the anticipated future needs of your constituents?
- Would it be cost prohibitive to purchase it as a set at a future date?





# Orders

## Approval Plans

Plans outlining parameters a specified vendor will use to select and ship materials to your library.

Traditionally, the receiving library would review and “approve” the materials before accepting them, unwanted materials would be returned to the vendor. This approval phase occurs less and less, thus necessitating clear and thorough selection guidelines, regular monitoring, and periodic refinement of your approval plan.







# Orders

## Approval Plans- what they are

- A method to ensure the acquisition of core learning, teaching, research, and performance material
- A method to streamline the acquisitions process
- A method to direct your time, attention, and energy toward identifying unique yet significant material for your collection





# Orders

Approval Plans- what they are not

- A method to save significant amounts of time
- A method to fulfill all your collecting needs
- A method to fill in the gaps or compensate for your own limited knowledge





# Orders

## Approval Plans- Services

- Discounts for both approval and firm orders
- Can set up new title announcements within parameters that you specify
- Experienced approval vendor and vendor rep. can provide knowledgeable support
- Vendor de-duplication service
- System to provide online selection and processing
- MARC records
- Shelf-ready



# Orders

## Approval Plans- when to use one

- When you have a thorough understanding of your collection and collecting needs
- When you have a clear understanding of your spending habits
- When you have funds to support both continued discretionary (i.e., firm orders) spending and an approval plan



# Orders

Approval Plans- setting it up

Activity!

<http://www.tfront.com/t-ApprovalPlansHome.aspx>





# GIFTS AND WEEDING

THE COMPLICATIONS AND BENEFITS OF ACCEPTING GIFTS

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# SPECIAL THANKS TO:

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Chris Durman (Univ. of Tennessee Knoxville)  
Lisa Hooper (Tulane)

For sharing previous versions and contents of this collection  
development /acquisitions workshop

Please tell us how we can improve this workshop!



# Additional Readings

Berndt Morris, Elizabeth. "Building a Collection in Electronic Music: Considerations and Sources." *Music Reference Services Quarterly* 15/1 (Jan/Mar 2012): 34-40.

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