Music in Libraries: Just the Basics

Collection Development & Acquisitions

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Topics for this workshop

- Identifying Collection Strengths and User Needs
- Collection Development Statements and Guidelines
- Vendors & Orders (Firm, Standing, and Approval Plans)
- Impacts of the pandemic
- Budgets
- Inclusive Collection Building
- Gifts and Weeding
- What topics would you like to include in the workshop?

Identifying Collection Strengths

- Likely to hew closely to departmental focus and user needs.
- Historical strengths may or may not reflect current department interests.
- How to assess strengths?
  - What formats are represented and in what proportions? Performing or study/scholarly editions?
  - Run reports and walk the stacks.
  - Are there approval plans? What is the focus?
  - Collection development statements reflect collecting priorities.

Identifying User Needs

- Is focus on research, education, performance, or some combination of these?
- If research focused, what are distinctive areas of focus? What level? (http://carnegieclassifications.iu.edu/classification_descriptions/basic.php)
- If performance, is there one form or instrument that dominates?
- Do you anticipate growth in any areas or new priorities?

Identifying User Needs
Qualitative

- Meet with faculty members and students (small groups, individually, new faculty or student orientations, faculty meetings)
- User surveys and focus groups
- Attend presentations and performances
- Faculty publications, dissertations
- Departmental initiatives and curricular changes

Identifying User Needs
Quantitative

Review and assess:

- Course descriptions and syllabi
- Reference transactions
- ILL requests
- Circulation statistics
- Purchase requests

Collection Development Policies

- What are they?
  - Clear statement of collection development parameters and priorities
- Why are they important?
  - Keep priorities and needs in focus
  - Communication tool
- What are the core qualities of a good policy?
  - Reflects real needs, policies, values, and commitments as well as limitations
  - Should be thoughtful, flexible, and provide for changes and growth
  - Reviewed and updated regularly
- What are some alternatives to policies?
  - Statements by subject areas, unit, or divisional libraries
  - Internal descriptive documents

Example Collection Development Policies

- **University of North Texas Music Library**
  https://library.unt.edu/policies/music-collection-development/
- **Vanderbilt Anne Potter Wilson Music Library**
  https://www.library.vanderbilt.edu/music/collection-development-policy
- **Michigan State** https://libguides.lib.msu.edu/c.php?g=96009
- **Dartmouth College**
  https://www.dartmouth.edu/~library/collprog/cdp/musiccdp.html

Assessment Exercise:

- Take a few minutes to think about your collections and user needs.
  - What kind of library? Academic, Public, Conservatory, etc.
  - How are your collections used? Performance? Research? Interdisciplinary? Entertainment/enrichment?
  - Describe your users—what are their interests?
  - What are some of the historic strengths of your collection? Musicology? Studio pop? Musical theater? Heavy metal?...
  - Are there new or growing areas of interest?
  - What formats are most important to your users? Scores?—performing or scholarly editions?—electronic or print? Books? CDs? Databases?
- What changes will you consider this year based on your review of user needs? Will you reallocate funds, seek more qualitative/quantitative data, revise policies, etc. How will you highlight new/strengthened collecting areas?

Vendors & Orders

Who are they? What are they?

- **Vendors for scores:**
  - Theodore Front
  - Harrassowitz
  - JW Pepper
- **Vendors for A/V:**
  - Theodore Front
  - The CD-AV Source
- **International monographs:**
  - Harrassowitz (Europe)
  - Amalivre (France)
  - Casalini Libri (Italy, France, Spain, Portugal, Greece)
  - Puvill (Spain, Portugal, Latin America)
  - ABEbooks (out-of-print)

Order Types

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

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?
- Cost? Is it cost prohibitive?
- Can it be acquired?

Orders

Firm Orders-Selecting

New title announcements:

- Email/online vendor notifications.
- 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* (MLA)–for collection assessment and filling gaps.

Orders

Firm Orders-Selecting

Selected review sources:

- Notes (MLA journal)
- Fontes Artis Musicae (IAML journal)
- Music Reference Services Quarterly
- Choice Reviews
- Specialized journals, such as Opera Magazine, JAMS, Downbeat, etc.

A/V reviews:

- Gramophone
- BBC Music Magazine
- Fanfare
- CD Hotlist

Digital Score Acquisitions

- Scores in electronic format
  - Institutional purchase possible?
  - Where do you host it?
  - Need for license agreements favoring scholarly and education usages, as well as standard institutional policies and practices. Prevailing model limits distribution and usage to an individual purchaser/user.
  - MLA: A Model for Purchase and Licensing of Digital Scores
  - Score databases and their limitations
  - Working with self-published composers
  - Related Issues:
    - Physical materials storage
    - Binding physical scores

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, returning unwanted materials 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 Plan Considerations

Advantages:

- Systematic acquisition of core materials.
- Time savings that can be re-directed to firm order selections.
- Streamlined acquisition processes, such as shelf-ready processing, invoicing, MARC records.
- Customer service benefits, including
  - Discounts for approval and firm orders
  - Customized new title notifications and online selection/ordering

Orders
Approval Plan Considerations

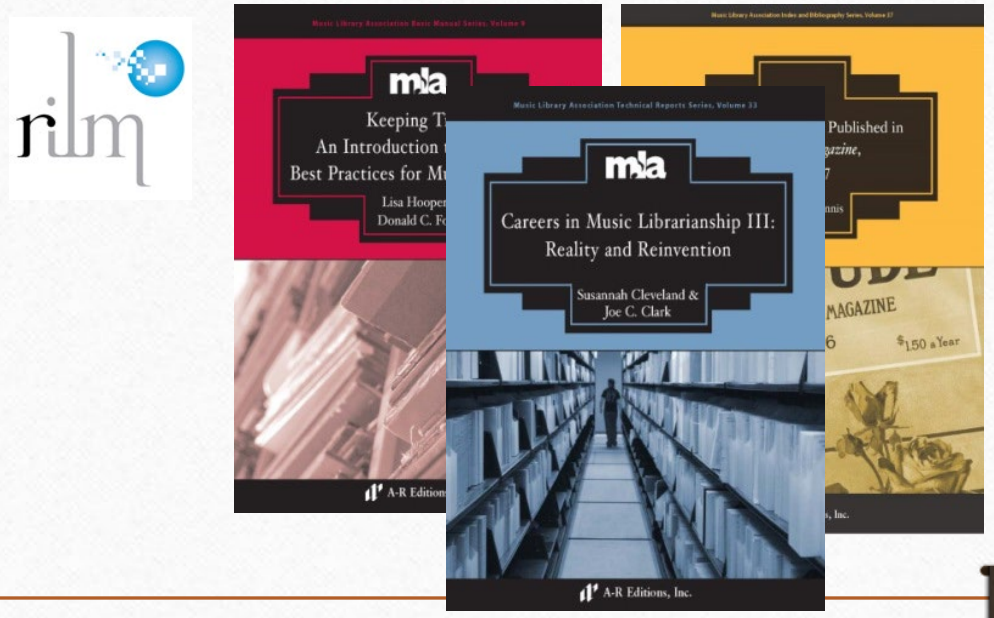
Caveats

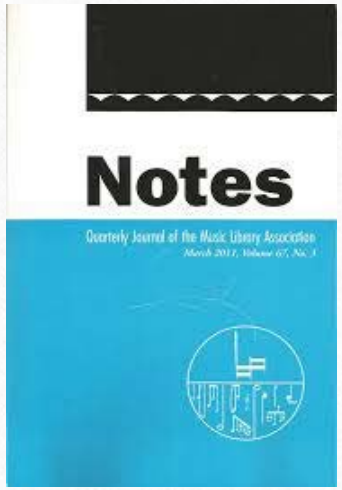
- Saves up-front selection time, but must regularly review and manage plan.
- Cannot fill all of your collecting needs.
- Before crafting an approval plan, you should have
  - A thorough understanding of your collection and collecting needs.
  - Sufficient funds to balance approval plan budgets and firm order spending.

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-Selecting

Selection Decision Factors:

- Was the series requested?
- Does the series significantly contribute to meeting the current or anticipated future needs of your constituents?
- Does it fill a core area or provide an advancement of thought?
- Are institutional subscriptions available?
- Would it be cost prohibitive to delay the purchase to a future fiscal year?

Orders

Standing Orders-Considerations

- Efficient system for ensuring continued access to essential resources.
- Budgetary considerations
  - Often expensive and represent a financial commitment over a period of years
  - Discounts for subscribing
- Important to assess the needs of your users
  - Database trials and user input
  - May be subject to library budget approval and needs prioritization
  - May not be available to your users through institutional sharing

Orders
Budgets

- How is your budget distributed among the different areas or formats you support?
- Adhere to fiscal year targets and deadlines. Keep track of where you are in your budget throughout the fiscal year.
  - What are your initial budgetary allocations?
  - How much have you spent or encumbered at any given time?
  - Are you where you expected to be based on your calculations?
- Assess spending at the end of the year.

Current Trends and Challenges

- Continued budgetary repercussions for many libraries following pandemic. What impact might this have on diversifying collections?
- Assessment of collections priorities, needs, and usage.
- Greater interest in electronic formats, open access, controlled digital lending
- Increased supply chain issues for printed materials and move to print-on-demand models.
- Leveraging cooperative collection development initiatives.

Inclusive Collection Building

- Opportunity to engage in systematic efforts to expand collections
- Identify user needs and interests.
- Align library collecting efforts with institutional goals and initiatives.
- Make collection development plan and incorporate into policy statements
- Consider expanding parameters of approval plans
- Promote discovery through instruction and outreach efforts

Diversify Repertoire

- Research tools can help identify collection gaps and guide student explorations
- **Printed repertoire guides**, such as those published by Greenwood, McFarland, Scarecrow, Center for Black Music Research.
- **Online repertoire guides**, such as A Seat at the Piano , The Institute for Composer Diversity, and The African American Art Song Alliance.
- **Anthologies**, such as *An Anthology of African and African Diaspora Songs* (Videmus, ed. Louise Toppin) and *Piano Music of Africa and the African Diaspora* (Oxford, ed. William H. Chapman Nyaho)
- **Vendors**, such as Theodore Front, promoting diversity in their offerings, providing scoped lists
- **Collection building tools** such as the recently-updated *A Basic Music Library* (MLA/ALA), which encompasses classical, popular, and world music

Diversify Teaching

- More inclusive teaching practices
  - Wider variety of composers represented in classroom instruction. Resources such as Expanding the Music Theory Canon which provides music theory examples for teaching.
  - New approaches inclusive of a broader range of music students, greater breadth of learning styles, and research modalities beyond the traditional research paper.
  - Librarians can help with discovery and acquisition of printed and online resources to support these new directions.

Gifts and Weeding

- Gifts
  - Potential for unique and interesting items
  - Time, logistical support, and storage challenges
  - Does it fit with collection development priorities and plan?
- Weeding
  - May be necessary due to space considerations
  - Criteria: Date? Circulation statistics? Keep materials relating to underrepresented groups onsite?
  - Decisions based on current user needs? What if these change?
- What to do with deselections?

Other Gnarly Issues

- Continue to collect older formats like CDs and vinyl?
- How do we find out what formats our users are using?
- How do we explain budget parameters when a user requests an expensive database or other expensive item?

SPECIAL THANKS TO:

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

Please tell us how we can improve this workshop!

Additional Readings

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