

## FOURTH ANNUAL REPORT OF THE MUSIC LIBRARY

1944-1945

Changes in personnel, organization, routine

Personnel. Following the resignation of Miss Thelma Lynn, the appointment of Miss Jean Cassel as Music Librarian became effective January 1, 1945.

A student ~~FOURTH ANNUAL REPORT OF THE MUSIC LIBRARY~~ and three pages, has been maintained with numerous changes of personnel among the pages.

1944-1945

Organization. With the approval of Mr. Sway, following a discussion with Miss Stone, Mr. Rothe and Miss Cassel, approximately 810 uncataloged scores were transferred from the Catalog Department to the Music Library in February 1945. This backlog of material consisted of miniature and condensed scores of all types of music, full scores, "playing" music, and orchestral and piano scores of operas. Since February 200 scores have been sent directly to the Music Library from the Order Department. It was decided that no record of this material would appear in the public catalog at the Main Library.

In late January, the orchestra music and its catalog, formerly in the stacks of the Music Library were moved to Room 200 to be under the supervision of the student librarian of the orchestra. This free space in the stacks and the shifting of the uncataloged record collection of Library of Congress folksongs, children's records, and TxDU discs made a place for the uncataloged scores sent from the Catalog Department.

Dean Day issued key permits to the Music Librarian for Rooms 106 and 107 in the Music Building. Since the staff now has a key to Room 106, this makes available another listening room at night. Room 107, although small, served as a storeroom and workroom for the library. The typewriter was moved from the library into Room 107, thus eliminating one of the disturbing factors in the library.

Approximately 135 boxes of uncataloged Library of Congress microfilm of music, in demand by faculty members, were sent from the Catalog Department and shelved in Room 107.

Following request Submitted September 17, 1945, a set of the 9-band piano music was returned to the Music Library.

Jean Cassel, Music Librarian

Routine. Beginning July 1945, room and building use was tabulated on a desk pad. Heretofore only an estimate was made by the librarian.

The student assistant was assigned the recording of daily statistics.

Beginning January 1945, the report of broken records was made to Dean Day's Secretary rather than to Miss Stone since records are purchased at State M & E funds.

## FOURTH ANNUAL REPORT OF THE MUSIC LIBRARY

1944-1945

### Changes in personnel, organization, routine

Personnel. Following the resignation of Miss Thelma Lynn, the appointment of Miss Jean Cassel as Music Librarian became effective January 1, 1945.

A student staff, consisting of one student assistant and three pages, has been maintained with numerous changes of personnel among the pages.

Organization. With the approval of Mr. Coney, following a discussion with Miss Stone, Mr. Rothe and Miss Cassel, approximately 810 uncataloged scores were transferred from the Catalog Department to the Music Library in February 1945. This backlog of material consisted of miniature and condensed scores of all types of music, full scores, "playing" music, and orchestral and piano scores of operas. Since February 203 scores have been sent directly to the Music Library from the Order Department. It was decided that no record of this material would appear in the public catalog at the Main Library.

In late January, the orchestra music and its catalog, formerly in the stacks of the Music Library were moved to Room 200 to be under the supervision of the student librarian of the orchestra. This free space in the stacks and the shifting of the uncataloged record collection of Library of Congress folksongs, children's records, and TxU discs made a place for the uncataloged scores sent from the Catalog Department.

Dean Doty issued key permits to the Music Librarian for Rooms 105 and 107 in the Music Building. Since the staff now has a key to Room 105, this makes available another listening room at night. Room 107, although small, serves as a storeroom and workroom for the Library. The typewriter was moved from the Library into Room 107, thus eliminating one of the disturbing factors in the Library.

Approximately 135 boxes of uncataloged Library of Congress microfilm of music, in demand by faculty members, were sent from the Catalog Department and shelved in Room 107.

Following requests from the keyboard faculty much of the 4-hand piano music was returned to the Music Library.

Routine. Beginning July 1945, room and building use was tallied on a desk pad. Heretofore only an estimate was made by the Librarian.

The student assistant was assigned the recording of daily statistics.

Beginning January 1945, the report of broken records was made to Dean Doty's Secretary rather than to Miss Baker since records are purchased on Music M & E funds.

Routine.(Contd) Phonographs are now serviced by University repairmen rather than by downtown Austin radio shops. Service by the latter was unsatisfactory.

Mimeographed cards (2) are now sent from the Catalog Department for all books relating to music, regardless of where the books are shelved.

### Accomplishments.

Immediately following the removal of the backlog of material from the Catalog Department, each piece was stamped and the order stub removed. The accession number of each piece and the location symbol "Uncat-Stacks" were added to the stubs which were then filed alphabetically by composer into the catalog as a temporary record. All scores were shelved in the stacks. Because of the difference in format, opera scores were shelved in a separate section.

Brief typed cards were filed at the front of the Music Library catalog for microfilm titles shelved in Room 107. A short form card was also made and filed into the catalog for the multiple copies of oratorios, masses, operas, etc. transferred to Room 107 from the Music Library. Information included on the cards was location and number of copies.

Solo literature for strings (i.e. violin, viola, violoncello and double bass) was listed on cards, which were filed into the catalog and into a special shelflist of string music. A gift from Mr. Mueller of approximately 60 pieces of solo literature for strings made necessary the shifting of this string music. from the Catalog Department in February.

The sample choral music collection was stamped, and separated into the following divisions:

- Choral music - Sample coll. - Mixed
- Choral music - Sample coll. - Women
- Choral music - Sample coll. - Men

Filed alphabetically by title, these three collections were shelved in drawers back of the desk.

All uncataloged music education books and pamphlets in the Library and in Room 105 were checked and brief cards were made for a special music education file.

In May 1945, all record albums were examined for broken or missing records. These records were included on orders submitted to the Dean's office.

Because of frequent inquiries for books on music not located in the Music Library, a project was begun in February to type two cards from each card in the 780-789 Main Library shelflist. One card was filed into an author catalog, and the other into a shelflist. Because of lack of filing space in the Music Library catalog and shelflist, the new cards were filed in boxes and placed in drawers back of the desk where the cards may be consulted easily. This project has helped the staff answer many questions and has also saved the Music Librarian's time in typing orders for things already in the Library.

Accomplishments (Contd)

Collections indexed in the Song index were checked against TxU holdings. Two faculty members indicated those collections desirable for purchase and those were ordered.

Rearrangement of the Librarian's desk, followed by a general shifting of books and periodicals, made available about three extra sections of shelf space. This made it possible to add titles from the Main Library and to relieve the overcrowded shelves along the north wall.

In March and April, the 1600 item bibliography of a basic working library in musicology, prepared by Dr. Grout and first checked in 1943, was rechecked for recent additions. Only 101 titles have been added, of which 35 titles are microfilm and not the original as given in the bibliography.

Circulation of books and records (For figures see table on page 6)

Total circulation for the year was 21,933, or an increase of 3,246 (17.4%) over the circulation for 1943-44. This total included a record circulation of 12,797, or an increase of 2,808 (28.1%) over the preceding year. Total book circulation for home use, building use, and overnight use was 9,136, as against 8,698 in 1943-44, or an increase of 5%. The decrease in circulation of books for overnight and home use cannot be accounted for. The 45.9% increase in building use should be noted. Many requests have come for miniature scores to be used while listening to records, and the staff has been able to fulfil this demand from the collection of uncataloged scores brought down from the Catalog Department in February.

Throughout the year V-12 students, and military personnel from the nearby camps have come to listen to records, many individuals of the former group returning daily or even twice daily.

It has been disappointing not to be able to supply all records requested this year, or even to supply complete albums of sets owned. Although placing orders for about \$1000.00 worth of records, the Library received only about \$350.00 worth, or 279 new records and 39 replacements. It is hoped that replacements and new orders will be available soon.

Many requests have come from people on and off the campus for the use of records off campus. Since records have been difficult to get, these requests were refused, and in all cases the refusal was understood by the person or group requesting the loan. Records were loaned for Radio House productions and to students doing practice teaching in Austin public schools listed in the Song index. The Children's song index should be checked against TxU. Total circulation of DC books for the year was 632, as against 491 for the previous year.

Music Library Committee

This committee, under the chairmanship of Mr. Fitzgerald, met during the first part of the year. No meetings have been called since January 1, although the Librarian has conferred with members of this committee, and particularly with Mr. Fitzgerald and Dr. Grout, regarding policies and materials for the Library.

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Needed equipment, supplies, personnel, etc.

Equipment, supplies, etc. Five recommendations for future additions to the Library were listed in the Report for 1943-44 under the heading Equipment and quarters. These recommendations are important ones and the future development of the Library depends to a considerable extent upon whether these are carried out.

The loan of a small table from Dean Doty's office has increased the seating capacity of the Library by four. No more chairs and tables for the Library are needed at present.

A typewriter table loaned by the Catalog Department has been used in Room 107. A sturdy table or desk of approximately the same size as that loaned by the Catalog Department is needed with drawer space for such supplies as book cards, IBM cards, order cards, postals, etc.

A catalog case for the record catalog will be needed. An estimate of the size and type cannot be given now since such a small percent of the records have been cataloged fully. It is hoped that definite figures can be submitted during the coming year.

A folding step-ladder, three steps high, is needed for the shelving of books on top shelves.

Personnel. It is recommended that a full-time cataloger be added to the Music Library staff. The cataloger should have special training in music cataloging or should have worked in a well organized music library.

Objectives

The important objective of the past and of the future is that of building up the book and record collections. The 1600 item bibliography on musicology left by Dr. Grout will be a source in <sup>the</sup> future ordering of books, as it has been in the past. Consultation with Dean Doty and other members of the cooperative music faculty will continue. The success of this project of building up the collection will depend greatly on the availability of materials. In recent war years it has been almost impossible to obtain Festschriften, foreign periodicals, Denkmäler, Gesamtausgaben, and foreign language monographs and biographies, which represent the chief weaknesses of the book collection.

Other faculty members will be asked to recommend for purchase collections listed in the Song index. The Children's song index should be checked against TxU holdings and faculty recommendations can be made for important collections.

The project of typing cards from the Main Library shelflist will continue in such Dewey numbers as 016.78, 927.8, etc. and in music numbers in the Latin American and Texas Collection shelflists.

The chamber music should be recataloged. The cataloging done by student help was inaccurate and the present card file is difficult to use.

Objectives (Contd)

The following types of music and materials will be arranged and indexed according to a plan devised by Mr. Fitzgerald:

1. Band, orchestra and string-class methods
2. Methods for individual instruments
3. Band and orchestra repertory (Collections and single compositions)
4. Solo literature for brass, woodwind, percussion
5. Chamber music for brass and woodwind

The circulation of the materials given above is high, and the organization of those materials will help staff and clientele.

The mimeographed composer lists of phonograph records are becoming torn and soiled. Much time and expense would be involved in cutting stencils for a new master list, to which it would be difficult to add entries for new recordings, and which would represent only a composer list when completed. Full cataloging for all records is recommended and the work would begin in October 1945.

Considerable criticism has been received regarding the noise and confusion in the Library. Every attempt has been made during the past months and will be made in the future to make the Library a study hall rather than a lounge. Noise from the hall, sounds of music from the phonograph in the kitchen and the unavoidable confusion at the desk in the circulation of books and records, make this a difficult condition to remedy.

The cataloging and recataloging of all scores is an important objective. At the present time a symphonic score by a composer may be found in one of three places: 1. m780 2. 785.1 3. Uncataloged in the stacks. The modified Dewey classification scheme worked on by the Music Library Committee should be re-examined and other schemes studied carefully before any work is done. No time and expense should be spent on cataloging until it can be done well, by a competent, well trained cataloger. The new full catalog for scores could be filed into special trays rather than into the present inadequate author index.

Whenever the Music Library can have adequate space to house as complete a music collection as possible, with accurate indexes and full catalogs of its resources, it will then begin to serve its clientele.

CIRCULATION STATISTICS  
FOR THE MUSIC LIBRARY 1944-1945 AND 1943-1944

	Home use		Building use		Phonograph records		Overnight use		Total
	1944-45	1943-44	1944-45	1943-44	1944-45	1943-44	1944-45	1943-44	
Sept.	327	495	290	244	1008	966	52	49	1677
Oct.	268	302	231	239	1207	681	80	43	1786
Nov.	423	429	273	258	980	560	32	86	1708
Dec.	258	294	211	164	899	545	16	87	1384
Jan.	539	449	371	172	1128	641	49	101	2087
Feb.	296	351	341	252	846	1099	41	252	1524
Mar.	350	422	449	283	959	745	57	43	1815
Apr.	386	363	574	259	1198	811	32	114	2190
May	451	426	274	314	1302	870	41	124	2068
June	329	317	213	282	1021	1062	31	145	1594
July	372	400	501	246	1095	979	68	73	2036
Aug.	320	349	535	209	1154	1030	55	62	2064
GRAND TOTAL	4319	4597	4263	2922	12797	9989	554	1179	21933
		DECREASE of 278 or 6%	INCREASE of 1341 or 45.9%	INCREASE of 2808 or 28.1%	INCREASE of 2808 or 28.1%	INCREASE of 625 or 53%	DECREASE of 625 or 53%	INCREASE of 3246 or 17.4%	18687