

**JENKINS MUSIC LIBRARY  
ANNUAL REPORT  
2007-2008  
Jean Wald, Music Librarian  
June 9, 2008**

**I. CHALLENGES AND ISSUES**

A. Facility and Equipment

- lack of growth space
- seating less than ideal for 220 music majors: 20 in library, 23 in listening/lab area (includes 15 iMacs)

B. Public Services

- entering students given library instruction
- selected classes receive customized library instruction
- circulation increased slightly

C. Technical Services

- cataloging done in duPont-Ball Library
- physical processing done in Music Library

D. Collections and Access

- increasing costs of materials present budget challenge

E. Management

- Music Librarian continued to supervise both Music Library and Music Lab
- Weekend assistant position had to be filled again in August

F. School of Music

- Music Library serves a large population (220) of music majors and many more non-majors who participate in music courses and ensembles

**II. FIVE YEAR GOALS**

A. Facility and Equipment

- Music Library collections are scheduled to move to the duPont-Ball Library in 2010 due to budget cuts and resulting staff reductions
- Music Lab scheduled to become a Smart Classroom/Lab in summer 2008

#### B. Public Services

- continue library instruction classes
- continue to develop web pages
- continue to provide both reference and Interlibrary Loan assistance

#### C. Technical Services

- evaluate physical processing tasks with the goal of transferring these duties to the duPont-Ball Library at some point in the transition
- finish the retrospective conversion of old recital cassettes to compact disc and enter in online catalog
- continue adding Sheet Music to catalog

#### D. Collections and Access

- continue to build Music Library collection as needed
- evaluate gifts as offered; add only select items due to space limitations
- sell unneeded gifts to supplement Music Library's budget
- continue to add compact discs
- weed never-used items from record collection

#### E. Management

##### **Change in Music Library hours and staffing:**

- hours reduced from 78 per week to 39 per week, beginning fall semester 2008
- reduction in staff from 1.3 FTE to approximately .3 FTE
- possible reduction in work-study students available to Presser Hall
- Music Lab reverting back completely to IT department
- move to duPont-Ball Library scheduled for 2010

#### F. School of Music

- currently 220 music majors enrolled in the School of Music
- Music Library reduction of hours and staff may not be adequate to serve this active population in the Presser Hall facility

### III. PROGRESS 2007-2008

#### A. Facility and Equipment

- Music Lab renovation scheduled for summer 2008
- listening equipment remained as in previous year
- two of the 15 iMacs were out of order for some of the year

#### B. Public Services

- Library instruction
  - Introduction to the Music Library, 96 students
  - Principles and Methods of Diverse Learners, Mus. Ed., 31 students
  - Piano Pedagogy, 5 students
  - Vocal Pedagogy, 10 students
  - Music History, 24 students
  - Music as a Profession, 55 students
- Web page updates
- Patron count

#### C. Technical Services

- continued to process materials as necessary
- continued stack maintenance, repairs, shelf-reading

#### D. Collection Development

- Sheet Music project revived
- Requests filled as possible
- LP weeding project begun at end of spring semester

#### E. Management

- Continued to use Blackboard for student management
- Combined Music Library/Music Lab continued successfully

#### F. School of Music

- Printed programs edited in timely manner
- Recordings entered promptly into online catalog

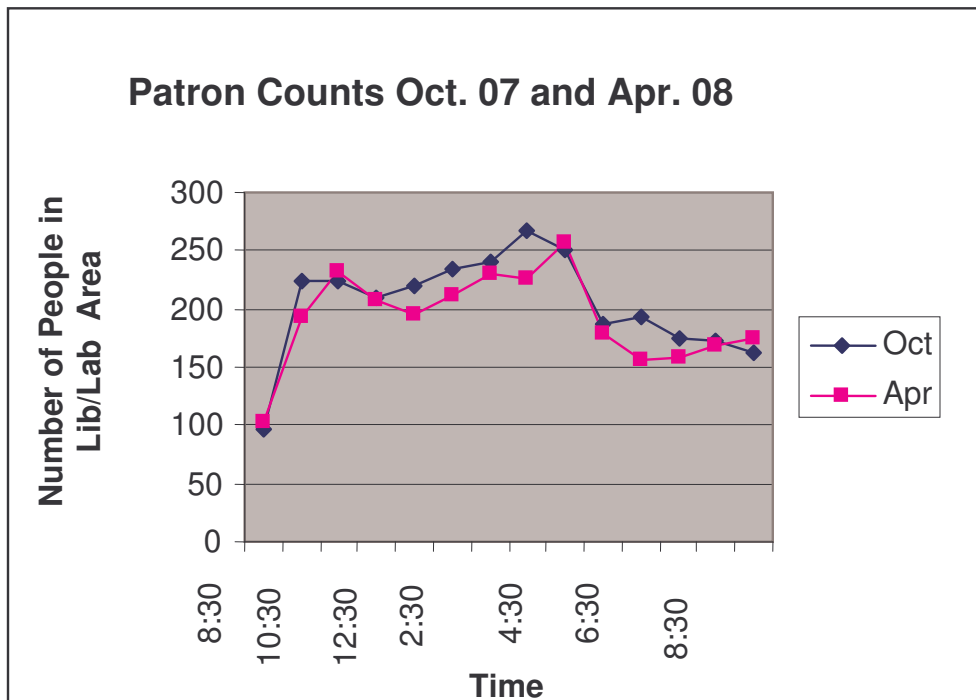
### IV. ASSESSMENT

A. Facility and Equipment

- two iMacs were removed for repair
- damaged/missing ceiling tiles still not replaced
- headphones were adequate, no new ones added

B. Public Services

- introductory music session now established
- library instruction continued successfully
- count of users continued as before; chart shows peak usage, which remains almost identical to previous years
- overall circulation increased
- in-house usage (non-circulating items) steadily decreasing each year
- CD, DVD, LP, and score circulation increased
- book circulation decreased, steadily decreasing each year
- student circulation slightly decreased, while adjunct faculty, regular faculty, and staff all showed substantial increases
- Interlibrary Loan decreased



**Table 1 – Music Library Activity: materials and users**

Music Library	FY 04/05	FY 05/06	FY 06/07	FY07/08
<b>Checkouts (total)</b>	<b>10207</b>	<b>10415</b>	<b>9659</b>	<b>10871</b> ↑
<b>In-house use (total)</b>	<b>5226</b>	<b>6131</b>	<b>3785</b>	<b>2717</b>
<b>Total activity:</b>	<b>15433</b>	<b>16546</b>	<b>13444</b>	<b>13588</b> ↑
<b>Checkout details by type*</b>				
Cassette	1	1	0	0
AV (headphones)	1001	972	434	172
Book	1073	906	649	501
CD	4947	4952	5575	6476 ↑
DVD	7	29	25	32 ↑
Miscellaneous	11	3	21	3
Record	192	266	160	180 ↑
Score	2908	3273	2798	3453 ↑
Videodisc	4	1	0	0
Videocassette	70	15	13	41 ↑
<b>Checkout details by user</b>				
Adjunct faculty	409	278	166	434 ↑
Alum member	2	0	51	15
Dependent	16	26	8	46 ↑
Faculty	1298	1615	1156	1658 ↑
Staff	575	733	923	1344 ↑
Student	7907	7763	7355	7224
<b>INTERLIBRARY LOAN:</b>	152 loaned	157 loaned	294 loaned	233 loaned

\* other music materials (books, videos) housed in duPont-Ball are reflected in their statistics

**Table 2 – Collection details: additions and deletions**

<b>ADDITIONS TO COLLECTION</b>	<b>FY 04/05</b>	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>
<b>Books added</b>	36	39	35	22 t (24 v)
*Reference books	33	24	22	8
<b>Scores added</b>	277	344	618	510 t (582 v)
<b>Compact discs added</b>	264	404	471	326 t (330 v)
<b>Recital cd's (counted separately as they are not fully cataloged )</b>	155	140	181	158 t (306 v)
<b>Records added</b>	497	42	16	0
<b>Sheet music titles added</b>	92	0	0	194 t/v
<b>TOTAL ADDED</b>	<b>1321</b>	<b>969</b>	<b>1321</b>	<b>1210 t (1436 v)</b>
<b>GIFTS RECEIVED</b>	539	77	2163	926
<b>DISCARDS</b>	1031	137	976	1247

\* included in category total above

C. Technical Services

- students continued to assist staff in processing materials

D. Collections and Access

- additions to collection decreased slightly
- Sheet Music project was revived, 194 items added to catalog
- gifts decreased
- discards increased
- three streaming audio subscriptions continued
- electronic services continued high usage

E. Management

- merger of Music Library and Music Lab remained successful
- staff and students continued their duties as in past years
- Blackboard used for student assistant management
- new Weekend Assistant was hired for the year (position eliminated for 08/09)
- sales of gift materials netted \$863.84 for the Music Library supply budget after taxes

#### F. School of Music

- Music Library served 20% of undergraduate population
- Music Library services remain vital to students, faculty, and staff

### V. AGENDA 2008-2009

#### A. Facility and Equipment

- keep current assistant's desk in Circulation Office rather than moving to public area due to Lab being open longer hours than Music Library

#### B. Public Services

- maintain reference and instruction services in spite of reduced hours
- work with duPont-Ball staff to determine circulation duties such as overdue notices and billing

#### C. Technical Services

- work with part-time Music Library staff and duPont-Ball Library staff to provide technical services

#### D. Collections and Access

- continue to fulfill faculty and student requests where feasible
- examine budget for possible cuts due to price increases of all materials, decrease in gift funds, indefinite postponement of budget restoration

#### E. Management

- manage Music Library with reduced hours, staff, and possibly fewer student assistants
- continue to offer public services in spite of reductions
- evaluate acquisitions budget for possible cuts

#### F. School of Music

- provided consistent and timely editing of printed music programs
- communicate regularly with Elizabeth Hall manager regarding Stetson's recordings

## **Attachment 1**

**Jean Wald, Music Librarian  
Activities, June 1, 2007 – May 31, 2008**

### **PUBLICATIONS**

- Annual Report, 2006-2007
- Bibliographic Instruction handouts revised:
  - Music History
  - Vocal Pedagogy
  - Piano Pedagogy
  - Principles and Methods for Diverse Learners, Music Education section
  - Music as a Profession
- Web pages

### **CONFERENCES ATTENDED**

- *Southeast Music Library Association, Annual meeting, Jacksonville Public Library, October 19-20, 2007*
- *Cataloging Interest Group, CFLC, Stetson University, August 14, 2007 and May 20, 2008; Winter Park Public Library, March 11, 2008*
- *Central Florida Library Consortium, Annual meeting, Cocoa Public Library, December 7, 2007*

### **MEETINGS, SEMINARS, WORKSHOPS**

- Westlaw Training, August 28
- Webgarage Demo, duPont-Ball Library, September 18
- Met with visiting German librarian, tour of Music Library, discussion of policies and procedures, November 8
- Technology Update, CFLC, November 27

### **OTHER PROFESSIONAL ACTIVITIES:**

- Secretary, Pi Kappa Lambda, Beta Gamma Chapter, Stetson University
- Fall reception, duPont-Ball Library, August 2007
- Fall convocation, 2007, Music Faculty weekend, 2007
- Meetings with Robert Dumm, donor
- Accompanied Mr. Dumm to interview and taping of “From the Top” (NPR) with Christopher O’Riley, January 26, 2008



- Accompanied Mr. Dumm to concert by Andre Watts, Daytona Beach, November 16, 2007

## **PROFESSIONAL ASSOCIATION MEMBERSHIPS/DISCUSSION LISTS**

- International Association of Music Libraries and Archives (IAML)
- International Association of Women in Music (IAWM)
- Music Library Association (MLA)
- Southeast Music Library Association (SEMLA)
- Music OCLC Users Group
- Pi Kappa Lambda

## **SERVICE**

### **University:**

- Editor, School of Music printed programs
- Pi Kappa Lambda, Beta Gamma Chapter, secretary-treasurer
- Faculty committee, guitar juries, December 2007
- Faculty member, Stetson University, Library, School of Music

### **Community:**

- Music Director, Unity Church of Daytona Beach, Holly Hill, FL, 2004-current
- Pianist, DeLand Rotary, 2007-2008
- Lecture, “Huguenot Music in the New World” – The Huguenot Club, DeLand, FL, November 10, 2007
- Lecture, “Music in Colonial Times” – Daughters of the American Revolution, Port Orange, FL, December 4, 2007

## **Attachment 2**

Allison I Merkey Rich, Music Library Assistant/Evening Supervisor

Activities, June 1, 2007-May 31, 2008

Attended Psychology, Indian Music, Flute Choir, and Movement classes at Stetson University.

Attended library staff meetings at Jenkins Music Library.

Community Involvement:

- Performed with the Florida Flute Orchestra and Stetson University Flute choir.
- Performed at a local church.