

**JENKINS MUSIC LIBRARY  
ANNUAL REPORT  
2008-2009  
Jean Wald, Music Librarian**

**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 area/computer lab (includes 15 iMacs)

B. Public Services

- Entering students given library instruction
- Selected classes receive customized library instruction
- Circulation decreased, reflecting cut in service hours

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 challenges

E. Management

- Music Librarian continued to supervise the Music Library; supervision of the Music Lab reverted to IT
- Full-time assistant position was cut to less than one-third full-time; weekend position was eliminated
- Hours decreased from 78 per week to 39

F. School of Music

- Jenkins Music Library serves a large population (220 majors, numerous non-majors who participate in courses and ensembles; 28 full-time faculty, 18 adjuncts, 6 staff, 14 accompanists)

**II. FIVE YEAR GOALS**

A. Facility and Equipment

- Music Library collections are scheduled to move to duPont-Ball Library in 2011
- Scores and recordings housed on first floor of duPont-Ball
- Music reference books integrated into general reference

B. Public Services

- Continue music library instruction classes
- Continue to develop web pages in music
- Continue to provide both music reference and music Interlibrary Loan assistance

C. Technical Services

- Evaluate physical processing tasks with the goal of transferring these duties to the duPont-Ball Library before moving the collection
- Collections and Access
- Continue to build the music library collection as needed

D. Management

- Evaluate services and consider reducing or eliminating any that cannot be continued in duPont-Ball Library; re-evaluate these services after moving the collection

E. School of Music

- Continue to support music faculty and students

### III. PROGRESS 2008-2009

A. Facility and Equipment

- Music Lab finally became a smart classroom (including 15 new iMacs)
- Non-working listening equipment removed; listening area decreased to accommodate smart classroom renovation

B. Public Services

- Continued library instruction classes
- Introduction to the Music Library, 86 students
- Principles and Methods for Diverse Learners, 33 students
- Music as a Profession, 47 students
- Piano Literature, 16 students
- Song Literature (new), 5 students
- Continued to develop web pages in music
- Continued to provide music reference and Interlibrary Loan assistance

C. Technical Services

- Continued physical processing of materials
- Due to reductions in staffing and hours, conversion of old recital cassettes to compact discs was postponed
- Sheet Music project was discontinued

D. Collections and Access

- • LP weeding project continued
- • Order requests filled as budget allowed

E. Management

- •Switched from Blackboard to Facebook for student management
- •Lab management reverted back to IT and School of Music
- •Librarian assumed tasks of overdues and billing procedures, formerly done by staff

F. School of Music

- Printed programs edited in timely manner
- Stetson recordings entered into catalog

### IV. ASSESSMENT

- A. Facility and Equipment
  - Damaged/missing ceiling tiles still not replaced
  - Headphones adequate, no new ones added
- B. Public Services
  - Library instruction continued successfully
  - Count of users discontinued due to limited hours and staff
  - Circulation decreased in all formats and patron types
  - In-house usage (non-circulating items) decreased
  - Interlibrary Loan increased slightly
- C. Technical Services

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

<b>Music Library</b>	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY07/08</b>	<b>FY 09/10</b>
<b>Checkouts (total)</b>	<b>10415</b>	<b>9659</b>	<b>10871</b>	<b>7155</b>
<b>In-house use (total)</b>	<b>6131</b>	<b>3785</b>	<b>2717</b>	<b>2961</b>
<b>Total activity:</b>	<b>16546</b>	<b>13444</b>	<b>13588</b>	<b>10116</b>
<b>Checkout details by type*</b>				
Book	906	649	501	378
CD	4952	5575	6476	4086
DVD	29	25	32	n/a
Record	266	160	180	120
Score	3273	2798	3453	2447
<b>Checkout details by user</b>				
Adjunct faculty	278	166	434	163
Alum member	0	51	15	1
Dependent	26	8	46	4
Faculty	1615	1156	1658	1359
Staff	733	923	1344	218
Student	7763	7355	7224	5398
<b>INTERLIBRARY LOAN</b> (these #s incl. in Public Services Report):	157 loaned	294 loaned	233 loaned	243 loaned

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

<b>ADDITIONS TO COLLECTION</b>	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 09/10</b>
<b>Books added, total</b>	39	35	24	14
(Reference books	24	22	8	13
<b>Scores added</b>	344	618	582	142
<b>Compact discs added</b>	404	471	330	160
<b>Recital cd's (counted separately as they are not fully cataloged )</b>	140	181	306	263
<b>Records added</b>	42	16	0	0
<b>Sheet music titles added</b>	0	0	194	0
<b>TOTAL ADDED</b>	<b>969</b>	<b>1321</b>	<b>1436</b>	<b>579</b>
<b>Gifts received</b>	77	2163	926	3331
<b>Gifts not retained</b>	137	976	1247	1388

C. Collections and Access

- Additions to collection decreased
- Jenkins Sheet Music Collection weeded, no new items added
- Gifts of materials increased
- Three streaming audio subscriptions continued
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D. Management

- Music Lab reverted to a combined effort of IT and the School of Music
- Blackboard was replaced by Facebook for management of staff and student assistants
- Sales of gift materials continued

E. School of Music

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

## V. AGENDA 2009-2010

### A. Facility and Equipment

- Continue to work with deficient space

### B. Public Services

- Maintain reference and instruction services

### C. Technical Services

- Work with part-time staff and duPont-Ball staff to provide technical services

### D. Collections and Access

- Evaluate gifts as offered; add only select items due to space limitations
- Sell unneeded gifts to supplement Music Library's supply budget
- Continue to add compact discs, scores, and reference books
- Continue to fulfill faculty and student order requests where feasible
- Examine budget for possible cuts to subscriptions and standing orders due to price increases for materials, decrease in gift funds, and indefinite postponement of budget restoration
- Weed never-used items from record (LP) collection
- Weed unneeded duplicate scores, books, and CDs
- Remove bibliographic records for discards from Jenkins Sheet Music Collection

### E. Management

- Continue to manage Music Library with reduced hours, minimal staff, and insufficient number of student assistants

### E. Music School

- Provide consistent and timely editing of printed music programs
- Provide access to Stetson recordings

## **PUBLICATIONS AND PROFESSIONAL MEETINGS**

Jean Wald, Music Librarian  
Activities, July 1, 2008 – June 30, 2009

### **PUBLICATIONS**

- Bibliographic instruction handouts new and revised:
- Music as a Profession
- Principles and Methods for Diverse Learners, Music Education
- Piano Literature
- Song Literature (new)
- Web pages

### **CONFERENCES ATTENDED**

- Southeast Music Library Association, Annual meeting, East Carolina University, Greenville, North Carolina, October 9-11, 2008
- Cataloging Interest Group, CFLC, Barry University School of Law, Orlando, October 21, 2008
- Central Florida Library Consortium (CFLC), Annual Meeting, City Island Library, Daytona Beach, December 12, 2008

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

- Web 2.0, CFLC, Daytona, June 12, 2008
- Presentation Skills, CFLC, Daytona, June 25, 2008
- Office 2007 Overview, CFLC, Daytona, December 3, 2008
- Webinar, Variations Digital Music Library System, Indiana University, March 4, 2009

### **OTHER PROFESSIONAL ACTIVITIES**

- Secretary, Pi Kappa Lambda, Beta Gamma Chapter, Stetson University
- Fall reception, duPont-Ball Library, August 2008
- Fall convocation, August 2008
- Music faculty weekend, August 2008
- Meetings with Robert Dumm, donor
- Lecture by composer David Amram, School of Music, March 2009
- Dedication of McMahan Building, School of Music, March 2009