

## COLLECTION

Better arrangement and access to the collection were results of the renovations of the Music Library in July-August 1981. The collection is now in one LC sequence with the exception of unusual formats and reference materials.

Gifts and transfers were fairly prominent in our collection growth this year: over 200 recordings as a gift, almost 200 piano solo and duet scores transferred from the Music Department, and 212 song collections transferred from Main.

A big step in the transformation of the journal collection from hard copy to microfilm was made in spring 1982 with the purchase of 59 journal backfiles and 43 current subscriptions. When the film is processed for the Music Library (by December 1982), transfer of bound volumes to Storage will permit a savings in shelf space of approximately 60 linear feet.

## PUBLIC SERVICES

Library use:	Reserve items processed	619	
	Reserve use	4820	20%
	Audio use	10976	32%
	Book and score charged circulation	6797	14%
	In building use	11573	34%
	Reference questions	3358	
	Directional questions	1798	

Song Index: 100 volumes were coded for the update of the song index. 112 volumes from the group transferred from Main. As new volumes in this category have been received they have been added to the indexing list. Some revisions in programming have been done for the update; others will be attended to during fall quarter.

Analysis Index: The transcription of information for this card index was accomplished during the academic year. The majority of the verification and typing should be finished during summer 1982 with the index available for use in the fall.

Library Guides: Three new guides were produced; all will be examined for potential revision during summer break 1982.

Instruction: The freshman Introduction to Music Literature classes held in fall and winter received the usual orientation session and small-group tours. Upper level literature courses received specialized instruction in appropriate reference materials and bibliographies for their instrument and its repertoire.

As usual, lectures were given to the GSLIS classes in Humanities Reference and Special Libraries twice each during the year. Two lectures each were presented to the music and music education graduate research courses.

## TECHNICAL SERVICES

Vertical Files: A new collection of materials was received and processed --choral octavos. They will be used for repertoire survey purposes--

Cassette Inventory: A standard inventory of cassettes and accompanying materials (record jackets or liner notes) was completed in fall quarter. In spring quarter, cassettes were examined for inadequate side numbering, broken boxes, or apparent need for improved indexing.

479 were renumbered

278 broken boxes were identified for replacement

642 were initially identified for potential reindexing;  
were confirmed as needing reindexing

19 were identified as missing and pulled for redubbing

124 were identified for rephotocopying of liner notes; only 9 of these were available in Storage.

Kardex: Kardex entries were prepared for continuations other than periodicals and periodical records were amended to tag those where current microfilm subscriptions will replace binding of titles.

Recon Grant Work: A Title II-C grant application was prepared and submitted for conversion of music cataloging records to machine-readable form. Basic planning efforts were made for cooperative efforts for such reconversion with the music libraries at Memphis State University and Vanderbilt University.

## PHYSICAL FACILITIES

Dividing walls were removed and the equipment and materials reorganized resulting in more stack shelf space (93 shelves), a better arrangement of materials, replacement of some cassette shelving with cassette cabinets, a new circulation desk with security exit control, an additional card catalog cabinet, and greater visibility for the reference/information desk.

## STAFFING

Tinsley Silcox, having a Master of Music degree in choral conducting, joined the staff to replace Frank Banton. The student staff consisted entirely of music majors, some graduate and some undergraduate students.