

GEORGE F. DEVINE MUSIC LIBRARY
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MEMORANDUM

To: Paula Kaufman
From: Pauline Bayne
Date: July 31, 1996
Subject: Music Library Annual Report

(draft)

is report is brief and direct, but I think it reflects the high points of our 1996 fiscal year.

Honestly, our goals are fairly well in line with the fiscal constraints of the University. We are attempting to realistically live within the physical limitations given to the Music Library and the Department of Music; thus, this year we have more aggressively engaged in withdrawal of materials and transfer of materials to storage. We will need to move materials regularly to storage to stay within these physical limits.

We are attempting to use technology and be proactive instruction to enhance services to music library users. Courtesy, special attention, and reference services are offered to all users. With only 3 regular employees, however, it is sometimes difficult just to keep up with both circulation and reference activity at peak times of the day, week, or semester. It is not just this last year but the last several years when we have felt such pressures. The next fiscal year does not portend to be more difficult due to the University's financial problems, but there is no relief in sight either.

Our support of collections, in all formats, is only adequate. However, it is not growing, therefore our ability to add materials is certainly shrinking.

FY 1997 will present greater challenges to staff due to implementation of our new integrated system. That same activity will probably result in some decrease in service because staff will be away from the branch to carry out implementation work or training.

**George F. DeVine Music Library
Annual Report
Fiscal Year 1995-96**

Services

- Staff work hard to assist users and still continue to complete their other specific duties, but it remains difficult to meet reference and circulation service goals at peak times.
- Our OLIS Catalog tutorial program, offered in the first month of each semester, was a course requirement for Music 200 for the second year. The tutorials reached at least 50 students. Other bibliographic instruction and orientation to the Music Library included a session for Cataloging staff, a session for 7 new Libraries faculty, a session for Humanities Reference, extensive demonstrations of CD-ROM and online indexes and Internet resources for music graduate students.
- Keith Whitaker completed the *Song Index* inventory to identify collections omitted or duplicated in past indexing.
- Marsha Michie continued to supervise maintenance of the *Music Resources on the Internet* component of our homepage and began work on revision of the homepage itself.
- Participated in setting parameters for the public catalog and circulation module of the new integrated library system.

Collection Development and Management

- The Music firm order budget was spent; most of the Richard Beale Davis fund (\$14,000) was expended during FY96 for sound recordings and scores; the rest will be expended during the summer.
- Participated in profiling for Yankee Book Peddler approval plans.
- Keith Whitaker supervised the move of collections and equipment back from the Choral Room in July 1995.
- Consulted with Music faculty to review current journal subscriptions; identified 8 journals (2 had ceased) and 1 serial for cancellation and submitted 3 journal titles for new subscriptions.
- Weeded miniature scores for brittle books and duplicates.
- Transfer and withdrawal activity increased to manage the collection within existing space: 62 titles/ 362 volumes transferred; 136 titles/171 volumes withdrawn. Considerable work (probably equalling the 1996 level) has continued during the summer months.
- The book collection was vacuumed in May and June. Shifting of the entire stacks collection except ML1-ML29 journals will be completed by mid-August.

Staff

- Major accomplishment: Both staff positions were reviewed and upgraded by the Office of Human Resources Management.
- Five SLAs were hired and trained as we experienced greater turnover than usual in student staff.
- Marsha Michie served as Department e-mail representative/trainer, 1995- ; participated in Web Page Sampler, a staff development program, November 1995; gave an Internet presentation at TLA in Knoxville, 1996; served on the Awards Committee, Mockingbird Development Group, and Library Technical Representatives group.
- Keith Whitaker coordinated entertainment for the LSA winter and spring parties.
- Pauline Bayne participated in the following committees and groups: Library Management Group, Information Technology subgroup, Budget subgroup, InfoServer Migration Committee, Search Committee for Collection Development Head, OLIS Matrix, Circulation Planning group, Collection Management Matrix and then the Collection Development Council, faculty committee for a Master of Music degree student, taught Music Bibliography 510, Faculty Senate Budget Committee, Music Library Association Statistics Subcommittee.

Physical Facilities

- Installed a new 3-M security gate at our entry door (June 1996), which now allows entry and exit at the same place within a short distance of the circulation desk.
- Removal of the old 3-M gate and rearrangement in the Reference Room permitted the addition of 10 single-face sections of shelving.
- New equipment: Computer replacements included a public database searching station, a staff circulation computer, and a PowerMac for public access catalog.

Pauline S. Bayne, Head
George F. DeVine Music Library
July 31, 1996