

**George F. DeVine Music Library
Annual Report
1998 - 1999**

SERVICES

Hours

- Hours remained basically at the same reduced level as in FY 97-98:
 - Fall-Spring: 73 hours per week; reduced by 8 hours, generally closing at 10 pm
 - Summer (1st term): 68 hours per week; reduced by 5 hours, generally closing at 9 pm
 - Summer (2d term): 49 hours per week; further reduced by 19 hours, generally closing at 6 pm and open only 4 hours on Sunday.

Reference & Instructional Services

Reference Desk Service

- Initiated an extensive program of reference training for new branch staff.
- Reference desk service: Generally staffed the reference desk from 9 am - 4 pm, Monday-Friday and selected evening/Sunday hours.
- E-mail reference questions are received on our website and handled by staff. We answer about five questions per week this way.
- Summer session: Reference assistance was available but the reference desk was not staffed.

April reference statistics:	Total	Daily mean
Reference questions	400	16
Room count (counted 5 times per day)	926	37
Workstation assistance	57	2.28

Instructional & Access Services

- Brought greater consistency of access to our website, *MusicLink*, by using a uniform list of links in the left frame and an expanded menu bar at the top. Also did some reorganization, elimination of duplication, and cosmetic changes.
- *Analysis Index*. After an inventory of holdings and database cleanup in November, resumed regular indexing. We converted the index from in-house access only to a web-accessible database in February. We still plan to convert to a SiteSearch database when feasible.
- Converted the *UTK Song Index* database to an Excel file as the first step in making it available as a SiteSearch or Horizon-based database. When completed, it will be possible to add indexing and make changes interactively. We expect the Song Index display to resemble our catalog display and to provide a link to the catalog for status information. Work group: Nathan Robertson, Pauline Bayne, Michelle Brannen.

Circulation & Reserve Services

Circulation activity:	FY97	FY98	FY99	% change FY98 to FY99
Charged use:	21,741	23,473	25,749	+ 9.7%
Use in building:	20,487	16,958	18,476	+ 8.9%
Turnstile count:	55,400	62,684	62,889	+ 3.3%
ILL borrowed from Music:	335	432	350	- 23%

- Participated in startup of the Online Reserve Pilot Projects: audiostreaming for History of Rock and replacement of reserve photocopies with computer-accessible files. Michelle Brannen was the Libraries' lead person for the first audiostreaming project. LouAnn Blocker was heavily involved in the print-to-digital projects.
- Hired and trained seven student assistants.
- Participated in three recruitment / audition Saturday events for the Department of Music. Offered tours and information in the Music Library.
- Completed second year of participation in the Vivace Lighthouse Project. We house and circulate microphones, headsets, and computer cartridges which allow students to practice with computerized accompaniment.

COLLECTION DEVELOPMENT AND MANAGEMENT

Collection size - (volumes) - from Horizon statistics

Collection size	FY97	FY98	Added FY99	Withdrawn FY99	FY99	Change (net) FY98 to FY99
Books		17229	681	604	17830	+ 601
Scores		19448	612	39	20017	+ 569
Print Subtotal		36677	1293		37847	+1170 vols.
Cassettes		~12312	40	694	11658	- 654
Compact discs		~ 4841	1069		5910	+ 1069
Videos					925	
Microfilm					~2090	

Collection Development Activities

- Electronic sources: Changed our subscription to *International Index to Music Periodicals* to the full-text version: *IIMP Full-Text*
- Journal cancelled: *Gramophone* and *Stereo Review* (gift)
- Serials cancelled: *MUSE* CD-ROM (*RILM Abstracts*) - now a web-based subscription; *Music Index* (paper) - now using *International Index to Music Periodicals* on the web.
- Expenditures:

Budget Category	FY97	FY98	FY99
Approval Books	\$11,117	\$12,517	\$12,412
Firm Orders: Includes Books, Scores, CDs, Videos	\$20,060	\$19,810	\$22,246
Periodicals	\$10,634	\$ 7,158	\$ 6,142
Serials	\$13,295	\$13,809	\$10,000
Total E-funds	\$55,106	\$53,295	\$50,800
Total R-funds		\$ 6,513	\$ 6,597
Total Expenditures		\$56,053	\$57,397
Carry-over to '00 (E-funds)		\$13,930	\$ 7,228
Carry-over to '00 (R-funds)		\$ 3,205	\$ 2,758

- Continued to provide a monthly acquisitions list on the web, which is sorted by format.
- Established a Music Library Faculty Advisory Committee of seven faculty members. The group will meet four times per academic year.
- Began receiving Department of Music recital cassettes. We list them on the web and make them available for use.

Collection Management Activities

- Cassette replacement project. About 800 poor quality titles were identified last year. This year action was taken to replace these titles or performances with compact discs and to withdraw 694 cassettes and their corresponding LPs in Hoskins Library.

Evaluation of cassettes, replacement with CDs, and withdrawal of superceded cassettes will continue indefinitely.

- Shifting continued to be necessary because of severe space constraints.
 1. Shelving for videos was expanded.
 2. Cassettes were compacted to make space for more CD shelving.
 3. CDs were shifted once and will be compacted again in August following the change to accession numbers.
 4. Reference collection and the book collection in the stacks.
- Weeded the Reference collection during fall semester.
- Began assessment work for NASM Reaccreditation self-study.

CATALOGING / PROCESSING / HORIZON WORK

- Original cataloging for music scores and audiovisual materials (114 titles) and editing of AV records (793) were completed by Richard Harwood. This high output comprised 42% of original work in current cataloging.
- Worked with Technical Services to plan and implement a change in classification for music compact discs. As of July 1, 1999, CDs are no longer classified in LC but receive accession numbers. Benefits include cost and time savings in cataloging and marking, space saving in the Music Library because new CDs will all be shelved at the end of the sequence, and faster service for users due to easier retrieval and reshelving.
- Systematic review of materials to assure correct collection codes in the public catalog: reference, miniature scores, oversize, collected editions and complete works, pedagogy materials.
- Reorganization of liner notes for efficiency in retrieval:
- Returned booklets to CD cases when they fit, resulting in one retrieval instead of two.
- Separated liner notes for videos and CDs from those for cassettes.
- Applied security strips to liner notes.
- Reorganized reserve filing system to better serve patrons. Books and scores are shelved by course rather than author.
- Revised procedures manuals for Horizon system.
- Inventoried Barry McDonald gift collection of band music.
- Inventoried collections indexed by the *UTK Song Index* and *Analysis Index*.

EQUIPMENT & PHYSICAL FACILITIES

Computers

- The Systems Desktop Group completely replaced our public computers with 10 technology-fee supported machines: 5 Mac G3 computers with CD-ROM drives and headsets; 5 Gateway E4200 with CD-ROM drives and headsets. The networked laser printer was installed in August 1999.
- Moved to Windows NT version of Horizon and converted staff PCs to Windows NT.
- Replaced two staff Macs with Power Mac 6100s reassigned from public use.

Shelving

- Added two sections of shelving for compact discs.

STAFF ACCOMPLISHMENTS

LouAnn Blocker

- Training: WindowsNT with Thura Mack and David Ratledge, Music reference training with Pauline Bayne, LC Classification with Richard Harwood, Geac Advance with Katie Ellis. OHRM classes: Excel Introduction, HTML Introduction, Coaching Employees, Becoming a Star Performer
- Staff Development trip to Emory and UGA
- Committees: Digital Projects Team (print-to-digital).
- Awards: Library Spirit Award for Community Service, 1999.

Michelle Brannen

- Training: WindowsNT with Thura Mack and David Ratledge, Music reference training with Pauline Bayne, LC Classification with Richard Harwood, HTML/Web training with Pauline Bayne, Book mending with David Gose, NT basics with David Ratledge. OHRM classes: CPR.
- Staff Development trip to Emory and UGA
- Committees: Dean's Advisory Group, Digital Projects Team (audiovisual streaming), Accession numbers group.

Richard Harwood

- Committees: Humanities CD Group.
- Faculty Development: Attended ALA in New Orleans, WindowsNT with Thura Mack and David Ratledge, Geac Advance with Katie Ellis, HTML/Web training from OHRM.
- Richard is leaving UTK on August 31, 1999 to become Head of Cataloging at the county public library system in Fort Lauderdale, FL.

Pauline Bayne

- Committees: LMG, Budget Subgroup, Horizon Small Group, Catalog Advisory Group, LibLink Group, Humanities CD Group, Lindsay Young Committee, Technical Services Reorganization, co-chair; Outsourcing Study, Centralization-Decentralization of Technical Services, chair; Digital Projects Team, chair.
- Faculty Development: Integrity and the Internet Symposium, Stop Surfing/Start Teaching: Using the Internet for Instruction Workshop, WindowsNT with Thura Mack and David Ratledge, Geac Advance with Katie Ellis.

Pauline S. Bayne, Head
George F. DeVine Music Library
August 17, 1999