

**O'Kelly Library  
Winston-Salem State University**

**The Music Collection**

The music collection is located in the media center on the second floor of C. G. O'Kelly Library. The collection is serviced by full-time and part-time staff members. Generally, full-time individuals are experts in media technology and have worked in the library long enough to assist patrons with locating information in the collection via the online catalog. The media service hours are the same as the general library hours. The collection includes books, scores (1,270), sound records (2,303), CDs (609) and DVDs (57). Listening and viewing equipment is also located in the area along with the popular DVD collection. Desktop computers (9) are equipped with CD/DVD players and scanners that provide easy access to the sound collection. There are also three combination record player/cassette stations in the center. Patrons can request headphones from the media desk to ensure that other patrons are not disturbed as they listen to their assignments. All equipment is on a first-come-first-served basis.

The book and media collections are developed and maintained by awarding to each instructional department an annual book and media allocation from the library materials and resources budget. Approximately one-third of the total library book budget is divided among the instructional departments for current book and media acquisitions. An appropriation is left in the library to purchase reference books. Approximately two-thirds of the book and journal budget is managed by the library staff and is used to pay journal, microform and electronic resources subscriptions. Specifically, one-third of the book budget is used to renew journal and microform subscriptions, and the final third is designated to renew electronic resources.

**Historical Review of library materials appropriations and music allocations**

<b>Year</b>	<b>Total book budget</b>	<b>Funds Awarded Music</b>	<b>Funds Spent Music</b>	<b>Total media budget</b>	<b>Funds for Media Music</b>	<b>Funds Spent Music</b>
2006-07	\$ 690,534	\$ 9,000	\$10,811	\$ 114,355	\$ 2,500	\$ 2,275
2005-06	\$ 446,187	\$ 9,000	\$ 9,181	\$ 30,500	\$ 1,500	\$ 1,848
2004-05	\$ 248,000	\$ 4,000	\$ 3,734	\$ 23,000	\$ 1,000	\$ 769
2003-04	\$ 160,472	\$ 4,000	\$ 1,064	xxx	xxx	xxx
2002-03	\$ 183,893	\$ 2,000	\$ 834	xxx	xxx	xxx

### Expenditures for music resources\*

Year	Total book budget	Funds Awarded Music	Library journal budget	Music journal expenditures**	Library microform (music)	Library electronic resources	Music Electronic resources
2006-07	\$ 690,534	\$ 9,000	\$178,844	\$2,611	\$93,234 (\$829)	\$ 680,020	\$45,875
2005-06	\$ 446,187	\$ 9,000	\$ 47,169	\$2,611	\$111,064	\$ 405,356	\$19,120
2004-05	\$ 248,000	\$ 4,000	\$ 150,767	\$2,500	\$115,102	\$ 243,807	\$ 9,920
2003-04	\$ 160,472	\$ 4,000	\$131,506	\$2,000	\$128,100	\$ 118,448	\$ 9,920
2002-03	\$ 183,893	\$ 2,000	124,042	\$,2000	\$95,347	\$ 29,627	\$ 9,920

\*Separate records are not maintained for the cost of renewing journal, microform and database subscriptions these are paid from the library resources budget.

\*\* Several electronic journal subscriptions are included within the music databases. The renewal cost for databases must be handled in a circumspect manner because some of the subscriptions costs have been acquired through negotiations with vendors.

There are a variety of print music journals (37) in the collection. As a result of the electronic database subscriptions, a large number of electronic journals (nearly 200) can be searched via our website. Patrons can conduct music research using the following indexing/full-text databases – ***Academic Search Premier, JSTOR, Project Muse, Net Library, ProQuest Research Library and InfoTrac OneFile.*** (A complete list is included in the appendix.)

Several online music databases are in the collection. These include the ***Classical Music Library, African American Song, Smithsonian Global Sound and African American Music Reference.*** ***The Grove Music Online*** database provides patrons access to biographies and other music reference materials. The online databases can be accessed via the library's website on or off campus. (A list is included in the appendix)

### Summary of Music Holdings

Item	O'Kelly Library
Books	7,822
Scores	1,270
Journals	37
E-journals	175+
Recordings	2,303
CDs	609
DVDs	57

All items in the music collection are included in the online catalog, which can be accessed via the library's website. The online catalog is maintained by the technical services staff members who

have participated in on- and off-campus workshops to keep their knowledge of online acquisitions and catalog processes current and accurate with the latest cataloging standards.

A librarian is assigned to each instructional department to build a quality collection and to market all library services. **Library liaisons** are responsible for keeping faculty informed about service changes, introducing new databases, encouraging faculty to use library resources, and inviting faculty to schedule library instruction sessions. Liaisons also give faculty one-on-one assistance in their offices with using electronic resources or completing their research needs. (See music liaisons' brochure.)

Liaisons work with the faculty to build a quality collection and to ensure that all funds set aside to build the collection are utilized. The music liaison has a standing invitation to attend faculty meetings. She strives to participate in at least two – three meetings during the academic year where she reminds the faculty to utilize their annual music collection appropriation and to schedule classes. The more active approach from the library liaisons has resulted in the budget being utilized and more classes being scheduled.

A variety of resources and guides are utilized by the librarians to build and maintain the collection. (See the attached collection development list in the appendix for those titles.)

### **Interlibrary Loan**

Interlibrary loan is provided to assist library users in obtaining materials and resources that are not available in O'Kelly Library. Patrons can search any library collection through our website or our World Catalog link. WSSU students, faculty, and staff who are in good standing with information services (no overdue materials or outstanding charges) are eligible. Items that are not available in O'Kelly Library, or items that have been declared lost, missing, or have missing pages can be requested. The turnaround time for this service is five to seven days.

## **Appendix A**

### **Staffing O'Kelly Library**

A host of library services are provided to the university community by twenty-two individuals: eleven seasoned and well-trained librarians who have degrees in library science or media and eleven paraprofessionals with diverse computer-related skills. All staff members work with patrons during the 99 hours per week that the library is open. Part-time individuals (8) service the main service areas after 5:00 pm Sunday – Thursday. A full-time librarian is assigned to the reference area during most service hours, and during peak periods, two staff members are assigned to the first floor service desks. Weekend hours are covered by a combination of part-and full-time staff members on a rotating basis.

### Chart of Librarians' Credentials

<b>Librarian</b>	<b>Responsibility</b>	<b>Education</b>	<b>Professional Experience</b>
Carter Cue	Archivist Social Science	MLS North Carolina Central University	11 years
Julie Dornberger	Coordinator of Library Instruction	MLS Florida State University	24 years
Laura Eynon	Catalog Librarian Behavior Sciences	MLS University of North Carolina at Greensboro	9 months
Forrest Foster	Coordinator of Access Services Mass Communications	MLS North Carolina Central University	5 years
Timothy Jackson, Jr. (medical leave)	Associate Director	MS in Media Alabama A & M University	26 years
Cotina Jones	Health Sciences Librarian	MLS North Carolina Central University	9 years
Carl Leak	Distance Services Librarian English/Foreign Languages	MLS North Carolina Central University	4 years
Cynthia Levine	Technical Services Librarian Computer Science Mathematics	MLS University of NC at Greensboro	12 years
Vicki S. Miller	Librarian Education	MLS University of NC at Greensboro	21 years
Phyllistine Poole	Business Librarian	MLIS University of NC at Greensboro MA North Carolina A & T State University NC State Library Certified Master Trainer	5 years
Lizzie A. Reeder	Coordinator of Evening and Weekend Services Rehabilitation Studies Motor Sports	MLS North Carolina Central University MS North Carolina A & T State University	30+ years
Mae L. Rodney	Library Director	PhD University of NC at Chapel Hill	37+ years

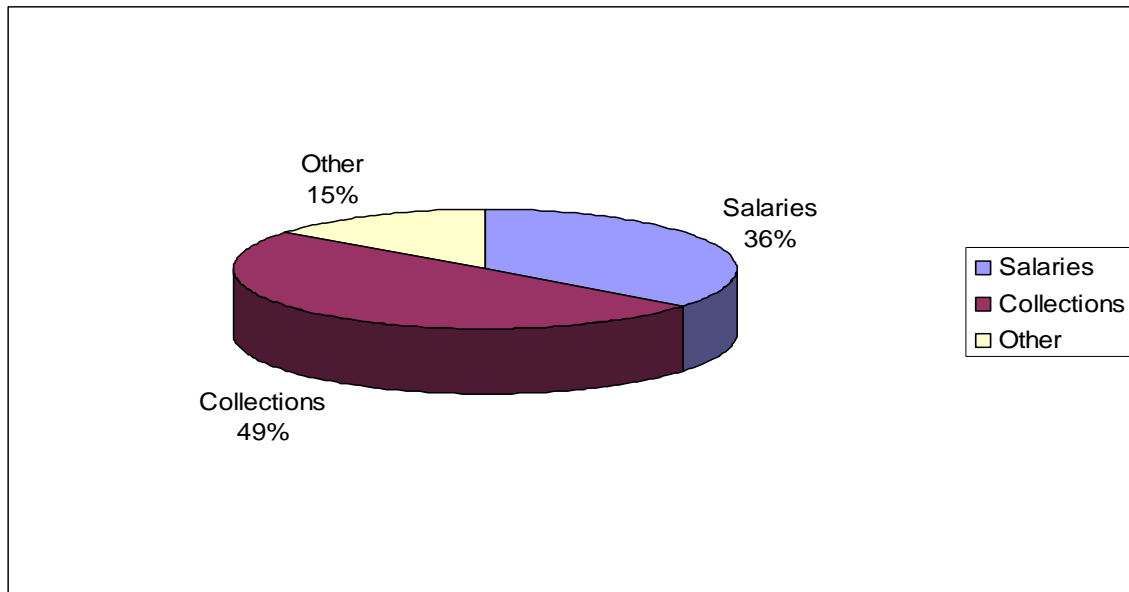
		MLS North Carolina Central University	
Deanna Thomas	Serials Librarian Chemistry	MLS University of Illinois	40 years

### Library budget

The library budget is enrollment driven; the base budget increased in 2006-07 and is aligned with the university's enrollment growth. The library budget is sufficient to maintain collection, services and to develop new services based on changing student needs and degree focus.

Item	2006-07	2005-06	2004-05	2003-04	2002-03
Budget	\$3,758,882	\$2,520,723	\$2,100,594	\$1,573,896	?
Salaries	\$1,330,549	\$ 838,989	\$ 757,336	\$ 654,712	?
Other	\$ 111,770	\$ 137,601	\$ 250,933	\$ 60,750	\$ 18,005
Equipment	\$ 323,194	\$123,684	\$ 121,704	\$ 96,997	\$ 29,957
Books	\$ 690,534	\$ 446,187	\$ 360,796	\$ 250,643	\$ 226,889
Journals	\$ 414,849	\$ 161,725	\$186,385	\$ 131,506	\$ 127,808
Databases	\$ 600,000(176)	\$ 405,853 (74)	\$243,807	\$ 118,448	\$ 29,627

### An analysis of O'Kelly Library's budget allocation 2006-07



### Reference Services and Collection Development

Librarian liaisons/subject specialist librarians work with both students and faculty to assist them with library resources, offer library instruction, assist with research, and develop a quality collection. Librarians offer one-on-one assistance, point-of-use instruction, and assist with literature

searches. Professional staff members are available to meet in faculty department meetings or individually with students or faculty and assist them with using the collection or other library services.

### **Library Instruction**

The **library instruction** program seeks to provide sufficient instruction throughout students' residency that will help them become effective information users. Faculty members are encouraged to schedule any of the sessions listed below through the library instruction coordinator.

1. **The Library Tutorial – “O’K Skills”** – covers basic library information including general policies, the Library of Congress classification system, and description of services provided. It is posted on the library instruction web site. Students are encouraged to complete the tutorial **before attending a library instruction session.**
2. **Library Orientation** is part of the Freshman Seminar class. It is provided to every student who enters the university. Instruction focuses on how to use several primary electronic databases and includes practice assignments for information shared in the library tutorial and instructional session.
3. The third level of instruction is **Research Strategies** which is recommended for presentation during first year English courses or other courses where students are expected to use the online catalog and electronic databases for specific assignments. This session can be designed to offer instruction on a specific database such as **JSTOR, Lexis-Nexis, PsyArticles, ProQuest, or Science Direct**, etc.
4. The fourth instructional session is **Plagiarism**. It is designed to help students understand what plagiarism is and how to avoid it when completing poster sessions, research projects, or theses.
5. **Identifying Credible Websites** can be requested when students are relying too heavily upon the internet for their research. Sessions are structured on using databases, print resources, use of microforms, and how to select and use credible websites.

### **Historical Review of Library Instruction Services Provided to Music**

<b>Year</b>	<b>Number of classes</b>	<b>Number of students</b>
2006-07	3	79
2005-06	3	61
2004-05	2	25
2003-04	4	83
2002-03	7	93

## **The Collections**

Librarians, faculty members and recently established approval plans are utilized to keep the book collection relevant and current. Librarians send publishers' catalogs and links to faculty members as well as approval plan slips for them to select titles for the collection. Faculty members can select educational media in the same manner, although only a small budget is set aside for the media collection.

The reference collection includes encyclopedias, handbooks and dictionaries in both print and electronic format. The librarians keep this collection current.

A few new printed journal subscriptions can be added, but a very tight review process is utilized before titles are added because so many titles are included in the electronic resources files.

O'Kelly Library's electronic resources include subscriptions paid by Winston-Salem State University and those included in the NC LIVE collection. Nearly 150 databases are included in these two files, and they can be accessed off-campus by university students and faculty with the appropriate internet connections.

**Journal subscriptions** are paid from a separate budget managed by the library staff. There are 37 journal subscriptions in O'Kelly Library relevant to music. A list of those titles is attached.

Access to current information is significantly extended through our vast collection of full-text electronic databases. Relevant music titles can be accessed via the library website, [www.wssu.edu/library](http://www.wssu.edu/library). Primary music online databases include African American Song, African American Music Reference, **JSTOR**, **Project Muse**, **Classical Music Library**, **Smithsonian Global Sound** and **Grove Online Encyclopedia**. Some of the general and full text titles are **Academic Search Premier**, **InfoTrac One File** and **ProQuest Research Library**. These databases are some of the full text resources available for research on and off campus.

**A textbook collection** was started in September 2003 to give students greater access to the primary instructional information. The library has a complete collection of all textbooks used in the instructional program. They are cataloged and included in the online catalog and are designated for "in-library use" only.

## **Systems for Obtaining Information**

All traditional library activities, including acquisitions, catalog, circulation/reserve, interlibrary loan, and serials, are automated via Innovative Interfaces Online Library System (INNOPAC), installed in 1994. This online system maintains accurate records of all print and media items included in the collection, as well as patron activity. Information can be located using author, title, subject, or keyword searches. Modern hardware and software allow patrons to conduct library research and complete course assignments from the same workstations using *Microsoft Office 2000 Suite* and Blackboard.

Over one hundred and fifty computers are located throughout the building for student research; forty-four computers are in research central on the first floor, twenty-two in the virtual classroom (318W) and fifty on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor east and west wings. Forty-one laptop computers can be checked out from the circulation desk and used in the library. Computers are available on a first-come-first-served basis.

## Web Services

O'Kelly Library's website is the primary entrance point for all library services, including the online catalog, electronic resources, e- reserve, e-reference and **Serials Solution** – the management system for the electronic resources. C. G. O'Kelly Library is a wireless environment. The website allows information to be accessed 24 – 7 from on or off campus.

## Electronic Reserve

Electronic reserve allows students to use the online catalog to choose either regular reserve items or view and print items on electronic reserve. Students can make copies or send materials to their e-mail to print.

## E-reference

Patrons can e-mail questions to the reference desk and receive an answer within 24 hours. The service is also connected to **NC Knows**.

## Toll-free Service

A toll-free telephone number is available for students who are taking distance courses. They can call the reference desk to seek assistance with any online resources or to ask a reference question.

## Study/Research Facilities

<b>Floor</b>	<b>Individual Study Rooms</b>	<b>Small Group Study Rooms</b>	<b>Meeting Rooms</b>
1 <sup>st</sup>	Two (2) basic private study areas	<b>Room 125</b> Six (6) persons Wireless/internet connection	<b>Room 127</b> (Lecture room) Thirty-five (35) persons White board Pull-down screen Computer and wireless internet connections
2 <sup>nd</sup>	Four (4) basic private study areas	<b>Media Center</b> Six (6) viewing/listening stations Nine (9) computers Eight (8) computers connected to a scanner	<b>Friends of the Library Board Room</b> Twelve (12) persons Computer and internet connections  <b>Room 211</b> Fourteen (14) persons White board Internet and wireless connections
3 <sup>rd</sup>	Seventeen (17)	<b>Room 306</b>	<b>Chancellor's Board Room</b>

	basic private study areas	Eight (8) persons White board Computer workstation and internet connections  <b>Room 318 East</b> Twelve (12) persons White board Computer workstation and internet	Thirty (30) persons Telephone Conference call capabilities White board  <b>318 West Classroom</b> Twenty-two (22) student stations Teacher station White board Pull-down screen Teleconference capabilities
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### Informing the Faculty

Many efforts are utilized to inform faculty and students of the services offered.

A **New Year New Services Luncheon** was hosted for three years by the WSSU Friends of the Library. Faculty members were informed of new library services, policies, additions to the collections especially the electronic databases and introduced to new library staff members at the beginning of the school year.

In fall 2007, new faculty members received a two-hour orientation session at the beginning of the school year. The session was designed to inform faculty about the collection and to emphasize library instruction, offer tips on using electronic resources, and emphasize that librarians can provide assistance in the instructional/research process.

**Library Liaisons**, subject-specialist librarians, offer a variety of services to faculty in their assigned department. Services include assisting with developing a quality, relevant collection (books, journals and electronic resources), one-on-one instruction, small group and class instruction, as well as offering research assistance with individual and group research projects. Liaisons also can attend departmental meetings, as well as, assist individual faculty members with using databases and other electronic information through appointments and walk-in services either in the library or faculty offices.

**WSSU Friends of the Library Newsletter** is published twice a year. News including new services and introduction of new staff members and service updates is described. The newsletter is shared with all faculty members.

### Service Hours

The library is open 99 hours per week: Monday through Thursday 8:00 am – 1:00 am; Friday 8:00 am – 8:00 pm; Saturday 10:00 am – 6:00 pm; and Sunday 2:00 pm – 1:00 am. Variations to the schedule are posted at the library entrance.

**Appendix B**

**MUSIC PERIODICALS  
O'KELLY LIBRARY – WSSU  
10/5/07**

AMERICAN CHORAL REVIEW

THE AMERICAN MUSIC TEACHER

BACH

BILLBOARD

THE BLACK PERSPECTIVE IN MUSIC

BULLETIN OF THE COUNCIL FOR RESEARCH IN MUSIC EDUCATION

THE CHORAL JOURNAL

CLARINET

CLAVIER

COLLEGE MUSIC SYMPOSIUM

COMPUTER MUSIC JOURNAL

CURRENT MUSICOLOGY

DOWN BEAT

EARLY MUSIC

ETHNOMUSICOLOGY

GALPIN SOCIETY JOURNAL

HIGH FIDELITY

THE INSTRUMENTALIST

INTERNATIONAL JOURNAL OF MUSIC EDUCATION

JOURNAL OF BAND RESEARCH

JOURNAL OF MUSIC THEORY

JOURNAL OF MUSIC THERAPY

JOURNAL OF RESEARCH IN MUSIC EDUCATION

MODERN DRUMMER

MUSIC EDUCATORS JOURNAL

MUSIC TEACHER

MUSICAL AMERICA

THE MUSICAL QUARTERLY

NACWPI JOURNAL

NOTES

OPERA NEWS

THE ORGAN

OVATION

PERCUSSIVE NOTES

PERFORMING SONGWRITER

PERSPECTIVES OF NEW MUSIC

ROLLING STONE

## **Music Department Collection Development Tools**

- **Choice** from Association of College & Research Libraries (ACRL), American Library Association
- **Booklist** from American Library Association
- **Library Journal** from Reed Business Information
- **Academia: An Online Magazine and Resource for Academic Librarians**
  - <http://www.ybp.com/acad/index.html>
- **Grove Music Online** Database
- **Bowker Books in Print** Database
- **Music Library Association**
  - <http://www.musiclibraryassoc.org/index.shtml>
- **Worldwide Internet Music Resources**
  - [http://library.music.indiana.edu/music\\_resources/outline.html](http://library.music.indiana.edu/music_resources/outline.html)  
William and Gayle Cook Music Library  
Indiana University School of Music
- **AcqWeb**
  - <http://www.acqweb.org/>