

## **Music and Performing Arts Library**

### **Annual Report**

**July 1, 2016—June 30, 2017**

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#### **I. Unit Narrative**

##### **Major Activities and Accomplishments**

MPAL serves one large school (Music) and two smaller departments (Dance and Theatre), all three of which are active in scholarship, creation, and performance. We actively serve an estimated 1000 students and 150 faculty, in addition to the numerous people on and off campus who use our collections and services.

This year was another year of changes for MPAL—John Wagstaff left his position as head after approximately 12 years in May 2016, at which time Kirstin Dougan assumed the role of Interim Head. From that time she also continued all of the duties entailed in her previous position of Music and Performing Arts Librarian, until Kate Lambaria (re)joined the MPAL staff in a visiting faculty role in June 2017.

In order to be successful with new leadership in place, some of our most important activities in 2016-2017 included all staff working together to establish clear expectations and goals, improving communication by instituting monthly all-staff meetings (previously these had been held only 2-3 times a year), and engaging in a major review and reorganization of staff tasks and duties.

We also made progress on or completed the following:

- Relocated our browseable playscript collection to accommodate growth and improve patron user experience
- Removed our card catalog from public area and replaced with table and chairs
- Restarted our School of Music Programs database data entry project after a year-plus hiatus
- Completed a major inventory project of composers' scholarly editions in our reference collection and filled in gaps
- Conducted a significant weeding project (4000 volumes moved to Oak Street) in our DDC-classed monographs to make growth space for LC materials and improve user access
- Evaluated a substantial amount of legacy unprocessed gift collection materials and rehomed to more appropriate locations/libraries
- Continued planning and oversight for the renovation of our player piano, its new

space, and the processing and cataloging of our player piano roll collection (1000 rolls)

- Secured donor funding for upgrades to the video playback and viewing equipment in our listening rooms to improve the patron experience

### *Reference, research consultations, and instructional services*

MPAL continues to be one of the busiest subject libraries/locations (including in the top five for circulation among all libraries even when including Main, UGL, Grainger, and SSHEL). This year the School of Music reopened their 1<sup>st</sup> floor information desk, which made for a decrease in our directional reference statistics. Nonetheless, we continue to conduct a relatively high volume of reference interactions due to the nature of the materials our patrons need (multiple formats and languages, and so on) and the challenges in locating music in the catalog and on the shelf.

Even with only one librarian this year, we were able to meet all instruction requests (25 classroom sessions, reaching over 600 students), and conducted several individual research consultations. Because of scheduling and last-minute requests, not all consultation requests were able to be met, but help was provided via email when a meeting wasn't possible. In 2017 we will make use of LibCal to improve our ability to meet patron demand, and with a second librarian will be able to increase support for classroom sessions.

We have 74 active public LibGuides, which received 15702 views this year. We are pleased to say that the most popular guides this year are predominantly topical guides and not class-specific guides, meaning patrons are seeking out and finding these guides in many cases without being directed to them by teaching faculty. These included: Theatre Research Resources (969 views), International Student Guide to Using the MPAL (911); Dissertation and Thesis Research and Writing Guide for Music Students (820); Music Quals and Prelims Guide (DMA and PhD) (819); Rap and Hip-Hop Research Resources (778).

This year we expanded the types of LibGuides we offer by creating instrument-based guides such as <http://guides.library.illinois.edu/brass> and <http://guides.library.illinois.edu/woodwinds>, which saw 380 and 347 uses respectively since their debut in December 2016.

This year we also resumed entering data regarding School of Music performances in our SoM program database, which is housed in the BibLeaves tool created by Library IT. We worked with IT to refine the display and entry options

[http://bibleaves.library.illinois.edu/catalog?f\[collection\\_facet\]\[\]=som](http://bibleaves.library.illinois.edu/catalog?f[collection_facet][]=som). The database currently has metadata from School of Music performance programs from the 1940s-1972 and we hope to catch up to present day, as the printed programs are housed in the MPAL reference collection and are consulted frequently by staff and patrons for reference questions.

### *Outreach and engagement*

This year we clarified our use policies for our LP collection and publicized the fact that LPs, like other media in our collection circulate, and that we also have playback equipment for all of the media we hold. We made use of signage throughout MPAL and the Music Building as well as our Twitter account, which this year reached over 900 followers. We continue to use Twitter effectively to share Library news, promote library collections, services, and events, and to share performing arts news.

We also increased our efforts to create regular exhibits in our first floor display cases and are now creating coordinated LibGuides for each exhibit, which point to exhibit items' catalog records and provide additional information regarding the exhibit and its theme. We continue to create monthly LibGuides highlighting collection materials related to Krannert Center events and receive positive feedback from faculty, KCPA staff, and patrons about their usefulness.

In fall of 2016 MPAL participated in the donor event held at Main that highlighted collections related to sports and we displayed several of our holdings concerning music and sports.

### *Collection management and assessment*

We completed or began several activities related to collections this year that will have a positive impact on scholars and performers. First, we created a new approval plan for buying music scores with North American imprints that will improve our holdings of contemporary composers. We also filled acquisition requests from a faculty member who requested a substantial number of contemporary composers' works. We also filled a faculty request to acquire the entire 100+ volume *Archives internationales de musique populaire* CD collection, which expands our popular world music holdings significantly. These acquisition activities help to better align our collection with the current School of Music curriculum and the future of music scholarship.

Another major project completed this year was an inventory of our composers' collected edition holdings in our reference collection, which are published over the

course of years or even decades, and not published in volume # order. As a result we were able to fill in any gaps in the editions, which are important scholarly resources for researchers and performers. We also started standing orders for several new collected editions, which we funded by conducting a thorough serials review and canceling several titles that are available through online packages.

In January we moved our browseable playscript collection to allow for growth and make for a better patron experience. Starting in June we conducted a large weeding project of our books; transferring approximately 4000 DDC-classed volumes to Oak Street. This will allow for growth space in our LC-classed books shelving. The long-term goal is to have MPAL's book and score collections classed solely in LCC, either through Oak Street transfer, deaccessioning, or reclassification.

Other efforts this year focused heavily on gift collections. Substantial time was spent following up on unprocessed gifts located in MPAL and the Press Building basement, and either finding new, more appropriate homes for them, or making plans to add them to our collection. This work is ongoing, and involves cooperating with the Sousa Archives and others in the Library, as well as vendors and individuals at other institutions. Kirstin also worked with the School of Music advancement officer on numerous occasions to discuss potential incoming gifts. She also successfully petitioned the School of Music to provide donor funds in the amount of almost \$12,000 to process a 3000-title CD collection bequeathed to MPAL in 2016.

### *Facilities*

This year we continued planning and oversight for the campus-funded renovation of our player piano, its new space on our second floor, and the eventual processing and cataloging of our player piano roll collection (~1000 rolls). We also secured donor funding in the amount of \$3500 for upgrades to the video playback and viewing equipment in our listening rooms, which are much needed and long overdue.

### **Challenges**

Along with temporary staffing challenges mentioned earlier, our two greatest ongoing challenges relate to facilities and collection description (cataloging). The School of Music recently renovated and improved their public spaces, and continue to increase seating and power outlet accessibility that is very popular with students. MPAL facilities, in contrast, are in great need of renovation (and repair in some cases). Our spaces and furnishings are not conducive to staff or patron productivity or comfort. In addition, we need a new ceiling due to long-term roof and HVAC leaks. Library IT has also expressed an interest in having our public computing

space reconfigured and upgraded with new furniture, since the existing desks impede their ability to maintain the machines easily.

Regarding collection description, Kirstin has worked with the head of CAM on several occasions to review MPAL cataloging needs and priorities to try to identify solutions to meeting the substantial needs in this area with limited resources, but the fact remains that we need more and higher-level cataloging staff who understand music to address the unique issues music materials pose. The areas of greatest need include gift collection processing and cataloging improvements for subpar records such as Marcettes and other insufficiently-described MPAL holdings, which currently suffer from discovery challenges as a result.

### **Progress toward FY17 Goals**

- [We made] inroads in processing or deaccessioning the remaining unprocessed gift collections in MPAL (and at the U of I Press building basement), including a recent 3000 title CD bequest.
- [We continued to] shepherd the MPAL player piano restoration project to completion, including renovation of space for display/use of the piano and associated piano rolls.

We had significant conversations regarding the following goals, but were unable to make much progress:

- Improve the physical environment of MPAL through “new” furniture and better arrangement of space for patrons and collections. [We did remove the card catalog and added some “new” tables and chairs there, in a listening room, and in a second floor alcove.]
- Improve catalog holdings for the following materials
  - Deweys in our reference collection (there aren’t any, but the catalog thinks there are)
  - MTs—make sure their formats as scores or books are accurately reflected
  - Marcettes and MARS mismatches

We postponed holding this event, as our staff shortage made it unrealistic.

- Host our 4<sup>th</sup> biennial Faculty Showcase in Spring 2017, collaborating with Ricker and expanding to include Art and Architecture so that all of the College of FAA is represented.

### **Unit Annual Goals for FY18**

- Continue to work on improving access to uncataloged or “undercataloged”

- materials in our collections (e.g., Marcettes, Renaissance Music Archive and Hymn Tune Index microfilm cataloging [Strategic Framework 2.A and 4.B])
- Continue to reduce DDC books and scores holdings in MPAL space to bring collection into one classification system [SF 2.A]
  - Institute LibCal for librarians for patron-initiated reference consultation scheduling [SF 2.B]
  - Plan and host combined renovated player piano unveiling and faculty showcase event to be open to the public (previously showcases were for faculty/staff only) [SF 2.C]
  - Make improvements where possible to MPAL's physical environment; seeking out donor funding and other resources [SF 3.A, 3.B, and 3.D]
  - Expand MPAL's loanable technology pool with additional tools for music creation (e.g., synth kits) through gift funding [SF 1.E]
  - Increase outreach and instructional efforts to Dance and Theatre departments [SF 2.C]

## **Unit Needs**

In order to support these specific goals and our overall mission, we particularly need additional resources for facilities and furniture upgrades (including a new ceiling), as well as additional support for cataloging and description. Although our catalogers report to CAM and are funded through them, we can't stress enough how important their work is to the success of our librarians, staff, and patrons' work and research. Music cataloging (especially for scores and recordings) takes additional knowledge and skill and often takes longer than monographic cataloging. Ideally we would have at least one professional-level cataloger and additional staff working in this area. As mentioned above, we have unique collections such as the RMA and HTI microfilm collections that are not fully cataloged (if at all) and there are large segments of our collections that need cataloging improvements (Marcettes, MARS mismatches, etc.) Last but not least, our collection is still split between DDC and LC, and this is far from ideal for our patrons and staff.

## **Graduate Assistants**

Our GAs were especially fundamental to MPAL's operations this year given that we only had one librarian. Thankfully two of our GAs and one grad hourly continued this year (a third GA began her second year with us but left mid-year to take a professional appointment in Springfield; she was replaced by a grad hourly student in October who remained with us for the rest of the academic year). Each GA or grad hourly spent 6-8 hours a week at the service desk performing reference and circulation duties, which combined was more than half of the reference hours we offered. Additionally, each GA

had special projects that they worked on, with major examples listed here:

*Ritse Adefolalu*: composers' collected editions inventory project; RISM inventory verification project; LibGuide creation and editing; School of Music programs database work; exhibits

*Dan Andree (Oct 2016-May 2017)*: Reference; website conversion from CMS to WordPress

*Leah Dudak*: Krannert Center LibGuide creation; loanable iPads management; social media account management; dance and music collection development projects and ordering; A/V equipment inventory; displays and marketing materials; "Putting your best digital self forward" workshop creation and delivery

*Hannah Jellen (Aug-Oct 2016)*: Special Collections processing

*Katherine Ramsey*: Music, theatre, and musical theatre collection development projects and ordering; Hymn Tune Index microfilm inventory; composers' collected editions inventory project; LibGuide creation; exhibits.

## II. Statistical Profile

### 1. Facilities

- User seating counts
  - at tables--84 on first floor; 14 2<sup>nd</sup> floor: 98 total
  - at carrels--8 on first floor; 40 on second floor (incl 8 listening carrels): 48 total
  - at public workstations--18
  - in group study rooms--24
  - informal/other--15
- Number of hours open to the public per week (if applicable)
  - Summer II 2016--48 hours per week
  - Fall 2016--75.5 hours per week
  - Spring 2017--75.5 hours per week
  - Summer I 2017--40 hours per week

### 2. Personnel

#### Faculty

Kirstin Dougan (1.0 FTE)

Kate Lambaria (1.0 FTE) (beginning 6/16/17)

## Staff

William Buss (1.0 FTE)

David Butler (1.0 FTE)

Josh Hankemeier (1.0 FTE)

Diane Pye (1.0 FTE)

Nancy Taylor (1.0 FTE)

## Graduate Assistants/Hourlies

- Leah Dudak (0.25 FTE GA, state funded; shared position with RIS)
- Hannah Jellen (0.25 FTE GA, funded by the Lawrence King endowment; shared position with SACAM) (until October 2016)
- Katherine Ramsey (0.25 FTE GA, state funded; shared position with LLL)
- Ritse Adefolalu (0.25 FTE hourly, funded partially by Administration, partially from MPAL student budget)
- Dan Andree (0.15 FTE hourly, funded by the Lawrence King endowment)

Additional hours for Dudak and Ramsey (10 hours/week total during school year) were funded by Administration.

## Student Assistants

MPAL's FY17 student assistant wage budget was \$22,910. We employed approximately 7 student workers this year.

### **3. User Services**

- Gate Count (as reported during FY17 Sweeps Week).
  - Fall 2262
  - Spring 1743
- Circulation (with reserves)
  - Charges 22235 (5<sup>th</sup> highest location)
  - Renewals 3544
  - Discharges 21786
- Reference interactions (from DeskTracker)
  - Fall sweeps: 118
  - Spring sweeps: 132
  - Total for year: 3600
- Presentations (from the Instructional Statistics database)
  - Number of presentations to groups: 25
  - Number of participants in group presentations: 616