



Music Collection Management Policy

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I. Purpose:

Case Western Reserve University and the Cleveland Institute of Music participate in an integrated music program at both the undergraduate and the graduate levels. Each institution maintains its own music library. The two libraries coordinate collecting in the service of the joint music program, while pursuing individualized collecting in the support of each institution's own specialties.

Kulas Library has a primary responsibility to support teaching, research and performance requirements of the degree programs at Case, which include:

[B.A. in Music](#)

[B.S. in Music Education](#)

[M.A. and Ph.D. in Music Education](#)

M.A. in Music History and Literature

Ph.D. in Musicology

M.A., Ph.D., and [D.M.A.](#) in Early Music Performance Practice

Kulas Library has a secondary responsibility to support teaching, research and performance requirements of the degree programs at CIM, which include:

B.M., M.M., and D.M.A. in Performance

B.M., M.M., and D.M.A. in Composition

B.M. in Eurhythmics

B.M. in Music theory

B.M. in Audio recording

M.M., and D.M.A. in Piano accompanying

B.M. in Suzuki Pedagogy

In addition to these specific curricular interests, the Case collection should provide for interdepartmental academic needs, general cultural interest in music among Case faculty, students and staff, and support for patrons at other OhioLink members.

Note: this policy is closely related to the CIM Library Collection Development Policy.

II. General Collection Guidelines:

- A. Languages:** For music literature English will be preferred. Publications in western European languages will be acquired selectively based on the individual publication's content and the coverage of that subject in English language publications. Publications in other languages will be rarely acquired. Language will not be a consideration in the acquisitions of scores or sound/video recordings.
- B. Chronological Guidelines:** No limitations.
- C. Geographical Guidelines:** No restrictions. Primary emphasis on the Western tradition; however, all geographical locations are pertinent for ethnomusicology or world music.
- D. Treatment of Subject:** Music biography, history, criticism, analysis and research methodology in musicology will be collected extensively. Scholarly treatment is preferred. In music education, the psychology of music, curriculum development, conducting, and research methodology will be collected extensively. Scholarly treatment is preferred. Actual classroom materials for primary and secondary classes in music will be acquired in a highly selective manner. Technical studies and methodology will be purchased selectively for music theory, and instrumental and vocal music.
- E. Types of Material:**
- a. **Music literature:** Monographs, including dissertations, will be collected extensively. Reference works including encyclopedias, dictionaries, bibliographies, indexes, thematic catalogs will be collected extensively. Reference works including discographies and library catalogs will be collected selectively. Primary sources materials in facsimile and on microform will be collected selectively. Manuscript materials are collected rarely and in a highly selective manner. Journals, in both print and online format, will be collected extensively.
 - b. **Music scores:** Score editions of western art music from the middle ages to the present which support curricular needs will be collected extensively. Facsimiles and performing editions of music from the Middle Ages to the baroque period will be collected extensively. Performing editions of music from the classical period to the present will be collected selectively. Scores of music from traditions outside of western art music, where they exist, will be collected very selectively. There are no restrictions on score format.
 - c. **Sound recordings:** Sound recordings, which are often used in conjunction with scores, have a collecting profile which in general mirrors the score collecting profile. Sound recordings of western art music from the middle ages to the present which support curricular needs will be collected extensively. Sound recordings of other music from the middle ages to the baroque period will be collected extensively. Sound recordings of music from traditions outside of western art music which support curricular needs will be collected selectively. Sound recordings will be collected on physical media and via online streaming audio.
 - d. **Video recordings:** Video recordings which support curricular needs are collected extensively.



- F. Date of Publication:** No restrictions.
- G. Deselection:** Limits on onsite space and the rising cost of offsite storage will require more aggressive deselection policies and stricter criteria for sending items to storage. Items issued in new editions or new formats will be replaced. Items in poor condition will be replaced whenever possible. Other factors in deselection and offsite storage decisions include: active use of item, historical significance or significance to specific research area, number of copies on OhioLink, and changes in faculty or curricula.
- H. Cooperative and Related Collections:** The collection at Kelvin Smith Library represents an important adjunct to the music collection by supporting interdisciplinary study and research in the area of music. Collections at other OhioLink libraries add significant depth and breadth to the music collection and to other disciplines related to music. Interdisciplinary collecting in music is coordinated with collection managers at Kelvin Smith Library. OhioLink collections are always considered in collection development in music.

III. Observations and Qualifications by Subject and LC Class:

Note: CDP levels must be understood in the context of the Coordination levels. A coordination level of 3 with a CDP level of C means that the two collections, **when considered together**, comprise a C level of collecting. Likewise a coordination level of 1 with a CDP level of C means that the Case collection is in and of itself a C level collection.

Coordination Levels with CIM Library:

Coord. 1: Very little coordination. Usually indicates an area for which Case bears full or almost full responsibility for developing.

Coord. 2: Moderate coordination. Usually indicates an area for which Case bears shared responsibility for developing.

Coord. 3: Very close coordination. Usually indicates areas where there are significant advantages, financial and otherwise, for developing resources as joint resources.

CDP Levels:

A. Minimal Level: Indicates that only highly selective purchases-- usually materials either for reference use, general interest, or for the support of a very specific research need--will be made.

B. Instructional Level: Indicates that standard works and selected current works will be required to support undergraduate and most graduate instruction or sustained independent study. This will

include reference and fundamental bibliographic tools pertaining to the subject and a selection of representative journals. Retrospective purchasing is usually limited to standard works.

C. General Research Level: Indicates that the library will acquire most of the materials required to support research through the doctoral degree level and the general research needs of the faculty. Allows for retrospective purchasing depending upon the characteristics and needs of the individual disciplines and their state of development in the collection.

D. Comprehensive Level: Indicates that all currently-published relevant material will be acquired. Involves extensive programs of retrospective purchasing and searching for lacunae.

E. Intensive Level: Indicates the library will strive to acquire all appropriate current and retrospective written or recorded materials in all languages, editions, translations, and formats; manuscripts and other archival materials are acquired extensively. This level is appropriate for the creation or maintenance of a collection serving as a national bibliographic resource.

Subject	LC Class	Location	CDP Collecting Level	Collection Manager
Music Scores & Media				
Monumental Sets, Collected Works (scores)	M1-3	Kulas	Coord. 3 - CDP C	Toombs
Monumental Sets, Collected Works (media)		Kulas	Coord. 3 - CDP C	Toombs
Music for organ (scores)	M5-19	Kulas	Coord. 2 – CDP B	Toombs
Music for organ (media)		Kulas	Coord. 2 – CDP B	Toombs
Music for piano(s) (scores)	M20-39	Kulas	Coord. 2 – CDP B	Toombs
Music for piano(s) (media)		Kulas	Coord. 2 – CDP B	Toombs
Music for solo instruments (scores)	M40-198	Kulas	Coord. 1 – CDP B	Toombs
Music for solo instruments (media)		Kulas	Coord. 1 – CDP B	Toombs
Music for two instruments (scores & parts)	M200-298	Kulas	Coord. 2 – CDP B	Toombs
Music for two instruments (media)		Kulas	Coord. 2 – CDP B	Toombs



Music for three instruments (scores & parts)	M300-386	Kulas	Coord. 2 – CDP B	Toombs
Music for three instruments (media)		Kulas	Coord. 2 – CDP B	Toombs
Music for four instruments (scores & parts)	M400-486	Kulas	Coord. 2 – CDP B	Toombs
Music for four instruments (media)		Kulas	Coord. 2 – CDP B	Toombs
Music for chamber ensembles of five or more instruments (scores)	M500-990	Kulas	Coord. 1 – CDP B	Toombs
Music for chamber ensembles of five or more instruments (media)		Kulas	Coord. 1 – CDP B	Toombs
Music for solo instruments chamber ensembles before 1800 (scores & parts)	M40-990	Kulas	Coord. 1 – CDP C	Toombs
Music for solo instruments chamber ensembles before 1800 (media)		Kulas	Coord. 1 – CDP C	Toombs
Orchestral music & concertos (scores and piano reductions with solo concerto part)	M1000-1160	Kulas	Coord. 1 - CDP B	Toombs
Orchestral music & concertos (media)		Kulas	Coord. 1 - CDP B	Toombs
Band and Jazz Ensemble Music (scores)	M1200-1366	Kulas	Coord. 1 - CDP B	Toombs
Secular Vocal Music: Operas (scores and piano/vocal scores)	M1500-1509	Kulas	Coord. 2 – CDP B	Toombs
Secular Vocal Music: Operas (media)		Kulas	Coord. 2 – CDP B	Toombs
Secular Vocal Music: Vocal Ensembles and Choral Music (scores)	M1527.8-1609	Kulas	Coord. 2 – CDP B	Toombs



Secular Vocal Music: Vocal Ensembles and Choral Music (media)		Kulas	Coord. 2 – CDP B	Toombs
Secular Vocal Music: Vocal Ensembles and Choral Music before 1800 (scores)	M1527.8- 1609	Kulas	Coord. 1 – CDP C	Toombs
Secular Vocal Music: Vocal Ensembles and Choral Music before 1800 (media)		Kulas	Coord. 1 – CDP C	Toombs
Secular Vocal Music: Solo Song (scores)	M1611-1626	Kulas	Coord. 2 – CDP B	Toombs
Secular Vocal Music: Solo Song (media)		Kulas	Coord. 2 – CDP B	Toombs
Secular Vocal Music: Solo Song before 1800 (scores)	M1611-1626	Kulas	Coord. 1 – CDP C	Toombs
Secular Vocal Music: Solo Song before 1800 (media)		Kulas	Coord. 1 – CDP C	Toombs
Secular Vocal Music: National Musics, World Music, Special Genres of Song (scores)	M1627-2036	Kulas	Coord. 1 – CDP A	Toombs
Secular Vocal Music: National Musics, World Music, Special Genres of Song (media)		Kulas	Coord. 1 – CDP A	Toombs
Sacred Vocal Music: Vocal Ensembles and Choral Music including Oratorios (scores)	M2000-2101	Kulas	Coord. 2 – CDP B	Toombs



Sacred Vocal Music: Vocal Ensembles and Choral Music including Oratorios (media)		Kulas	Coord. 2 – CDP B	Toombs
Sacred Vocal Music: Vocal Ensembles and Choral Music including Oratorios (scores)	M2000-2101	Kulas	Coord. 1 – CDP C	Toombs
Sacred Vocal Music: Vocal Ensembles and Choral Music including Oratorios (scores)		Kulas	Coord. 1 – CDP C	Toombs
Sacred Vocal Music: Solo Song (scores)	M2102-2114	Kulas	Coord. 2 – CDP B	Toombs
Sacred Vocal Music: Solo Song (media)		Kulas	Coord. 2 – CDP B	Toombs
Sacred Vocal Music: Solo Song before 1800 (scores)	M2102-2114	Kulas	Coord. 1 – CDP C	Toombs
Sacred Vocal Music: Solo Song before 1800 (media)		Kulas	Coord. 1 – CDP C	Toombs
Sacred Vocal Music: Hymnals, Liturgy and Ritual	M2115-2188	Kulas	Coord. 1 – CDP A	Toombs
Music Literature				
Journals	Unclassed	Kulas	Coord. 3 – CDP C	Toombs
Publications of Organizations (Directories, Reports, some Yearbooks)	ML1-46	Kulas	Coord. 3 – CDP B	Toombs
Libretti, Song Texts	ML46-54	Kulas	Coord. 1 – CDP B	Toombs
Collections of Essays on Special Topics, some Facsimiles of Manuscripts	ML55-96	Kulas	Coord. 2 – CDP B	Toombs



Dictionaries and Encyclopedias	ML100-112	Kulas	Coord. 3 – CDP C	Toombs
Bibliography, Thematic Indexes	ML113-141	Kulas	Coord. 3 – CDP C	Toombs
Library and Publishers Catalogs, Discography	ML136-158	Kulas	Coord. 3 – CDP B	Toombs
History and Criticism by Period	ML159-197	Kulas	Coord. 2 – CDP C	Toombs
History and Criticism by Region (Europe and North America)	ML198-350	Kulas	Coord. 2 – CDP C	Toombs
History and Criticism by Region (Other Countries)	ML198-350	Kulas	Coord. 1 – CDP B	Toombs
Biography: Collective	ML385-406	Kulas	Coord. 2 – CDP B	Toombs
Biography: Individual Composers	ML410	Kulas	Coord. 2 – CDP C	Toombs
Biography: Individual Performers, Conductors, Theorists and Others	ML416-429	Kulas	Coord. 2 – CDP B	Toombs
Composition and Related Topics	ML430-457	Kulas	Coord. 1 – CDP B	Toombs
Conducting	ML458	Kulas	Coord. 1 – CDP C	Toombs
Instrumental Music (Europe and North America)	ML459-1354	Kulas	Coord. 2 – CDP C	Toombs
Instrumental Music (Other Countries)	ML459-1354	Kulas	Coord. 1 – CDP B	Toombs
Vocal Music: Secular and Sacred, Ensemble and Solo (Europe and North America)	ML1400-3275	Kulas	Coord. 2 – CDP C	Toombs
Vocal Music: Secular and Sacred, Ensemble and Solo (Other Countries)	ML1400-3275	Kulas	Coord. 1 – CDP B	Toombs



Dance Music, Popular Genres, National Musics, World Music, Music of Ethnic Groups	ML3400- 3776	Kulas	Coord. 1 – CDP B	Toombs
Dance Music, Popular Genres, National Musics, World Music, Music of Ethnic Groups (media)		Kulas	Coord. 1 – CDP B	Toombs
Musicology, Ethnomusicology, Acoustics and Physics, Psychology, Aesthetics, Criticism	ML3797- 3922	Kulas	Coord. 2 – CDP C	Toombs
Musical Instruction and Study	MT1-34	Kulas	Coord. 1 – CDP C	Toombs
Notation, Composition and Related Topics	MT35-82	Kulas	Coord. 2 – CDP B	Toombs
Conducting	MT85	Kulas	Coord. 1 – CDP C	Toombs
Analysis of Musical Works	MT90-145	Kulas	Coord. 2 – CDP C	Toombs
Instrumental Techniques: Individual Instruments	MT170-725	Kulas	Coord. 2 – CDP B	Toombs
Instrumental Techniques: Ensembles	MT728-733	Kulas	Coord. 1 – CDP C	Toombs
Singing and Vocal Techniques	MT820-915	Kulas	Coord. 2 – CDP B	Toombs
School Music	MT918-948	Kulas	Coord. 1 – CDP C	Toombs
Musical Theater	MT955-960	Kulas	Coord. 2 – CDP B	Toombs

* This document will be reviewed on an annual basis or with significant departmental program changes