TOPICS FOR DISCUSSION:

- INTERLIBRARY LOAN AGREEMENT
- REQUESTS FOR DONATIONS
- REPAIR AND PRESERVATION
- COMPOSITION EXCHANGE: SCORES, RECORDINGS, BIB EXCHANGE
- FUTURE PLANNING
WHY WE DON’T HAVE THE SCORES OF HINDEMITH AT ALL

WE HAVE WHAT WE HAVE, DEAL WITH IT!
Interlibrary loan system

OUR CHALLENGE

- Differences in collection size
- Differences in library funding

OCLC membership/ Union catalog/ ILL software is too expensive for small institutions
What resources do all our libraries have?

- Email
- Access to postal mail
Establish e-mail distribution list (or, if possible, listserv) including e-addresses of all libraries

Requests are communicated to distribution list
Member library that owns the item offers to

a) send physical copy (book score, CD), or

b) send a digital reproduction (e.g., PDF) if

   i. library owning the item can prepare a PDF as part of its work flow

   ii. library can make a legal digital copy
Easy solution that will work!

- Lending library checks out item to borrowing library
Fears about participation

- Larger libraries:
  Will we get too many requests?

- Smaller libraries:
  Will we be able to get what we need?
Each library has the right to:

When borrowing from another library:

- Who is allowed to borrow (faculty, grads, all students)
- How many items a borrower may borrow
- Whether to borrow if free item is available online (IMSLP)
- Response to users who do not return items
  - fine
  - replacement
  - termination or suspension of the right to borrow
Each library has the right to:

When lending to another library:

- How many items will be loaned at a given time
- How many items will be loaned per year
- How many items will be loaned to a specific library per year
- Length of time allowed for item use and return
- Use by end user:
  - use on site
  - use outside the library

... and each library has the right to refuse a request
Each library is responsible for:

- Honoring the terms of the lending library
- If item may be used outside the library:
  - Establish checkout procedure (paper or online)
  - Provide a due date to return item to the library
- Covering postage costs
  - Lending library pays to send item
  - Borrowing library pays to return item
  - Each library needs to set an annual budget for estimated shipping costs
- Gathering usage statistics
Conflict Resolution

- If borrowing library cannot return an item, the lending library may choose not to honor future requests from that borrowing library.

- If multiple libraries are able to provide a requested item:
  - the library with the smaller collection provides the item;
  - or
  - the first library to offer to lend is the one that provides...
How does this work:

Patron makes request

Staff makes decision

Email request to participant libraries via distribution list or listserv

- Author or composer
- Title
- Edition
- Publication information
- Format
**How does this work:**

**LIBRARY L**

- Receives request/Makes decision to send
- Emails Library B to confirm shipping date & borrowing conditions
- Sends item to Library B with a note showing the return date & conditions
LIBRARY B

1. Determines the due date for the end user
2. Creates online or paper record for item
3. Checks out item for home or in-house use
4. Contacts person who requested the item
Item is returned:
- Library B returns item to Library L
  - Determines method of shipping (insurance?)
    - Keeps record of shipping
- Item is not returned:
  - Library B takes action against end user
    - Library L makes decision regarding future loans to Library B
Administrator

- Listserv management
- Collection, analysis, and distribution of statistics
QUESTIONS?

• ARE WE ALL ON BOARD?
• WHEN TO START?
• WHO WILL COORDINATE?
HOW CAN I RECEIVE DONATIONS?

- Exchange of unwanted or unneeded items among SEADOM member libraries
- Contact your country’s American embassy; some will provide free shipping for items donated by American libraries
Repair and Preservation Efforts

4 principles of conservation and preservation

1. Reversibility
2. Stability (safety) of repair
3. Preserving the originality
4. Recording the mending procedure and date
Repair Materials: Japanese Paper
Raw-Wheat-Gluten Paste/
Linen Yarn (Cord)
Types of Japanese Paper
Tools when Using Japanese Paper
Repair of Tears: Trim the Japanese Paper
Japanese Paper Torn by Water Brush
Spread Pasted Gluten to Torn Japanese Paper
Paste the Paper onto Torn Parts with Tweezers
Smooth Down Japanese Paper with Spatula
Absorb Excessive Paste
Preparation for Drying
Preparation for Drying
Preparation for Drying
Dried Material
Example of an Item in Need of Repair
Rebindings versus Original Bindings
Information on Original Back Cover
Kunitachi College of Music Library
Examples of Repair and Equipment Used
Example of Repair: Corrosion of Staples
Remove Staples and Rebind with Linen Cord
The Pages of a Bound Magazine Have Come Loose
Rebinding the Issues of a Volume
Box Containing Books and CD is Damaged
How to Put in CD and Books
Breakage of Spine
Repair of Spine
Thin Score with Parts
A score without a cover and a back cover
Put in Parts
How to Put in Parts
Prepare Equipment before Lending
CoLibri Cover

Wiener Urtext Edition

Wolfgang Amadeus Mozart

Klavierstücke
Piano Pieces

3. 鋼琴作品集 / Vol. 3: Later works


Large-sized Score
Make Folder
An Example for a Large Score
Example of Equipment
Protect Item Cover with CoLibri Cover
Magazine or Score with CD
Attachment of CD and Pamphlet to Magazine
Score with Floppy Disk
Thick Softcover Score