

# SEADOM MUSIC LIBRARY COOPERATIVE PLAN

College of Music, Mahidol University,

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# TOPICS FOR DISCUSSION:

- INTERLIBRARY LOAN AGREEMENT
- REQUESTS FOR DONATIONS
- REPAIR AND PRESERVATION
- COMPOSITION EXCHANGE: SCORES,  
RECORDINGS, BIB EXCHANGE
- FUTURE PLANNING

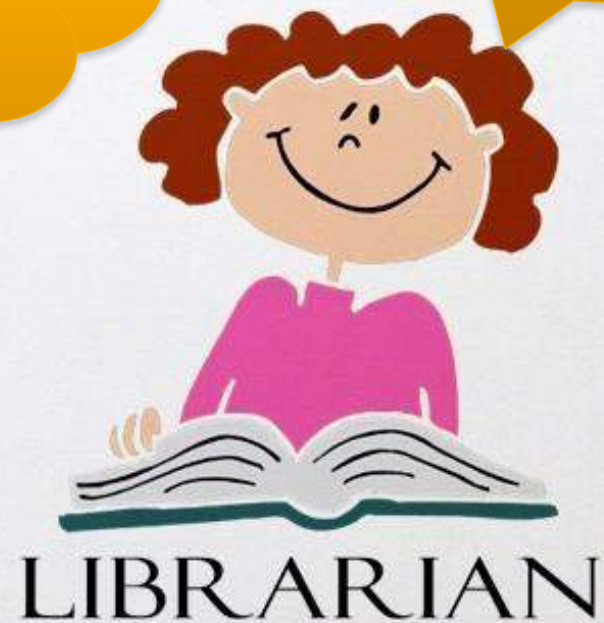
# I. INTERLIBRARY LOAN



# Present Situation



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

OCCLC membership/ Union catalog/ ILL software is too expensive for small institutions



# What resources do all our libraries have?

- Email



- Access to postal mail



# Easy solution that will work!

- Establish e-mail distribution list (or, if possible, listserv) including e-addresses of all libraries
- Requests are communicated to distribution list

# Easy solution that will work!

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:

## LIBRARY B

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

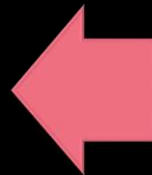
Determines the due  
date for the end user



Creates online or paper  
record for item



Checks out item for  
home or in-house use



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

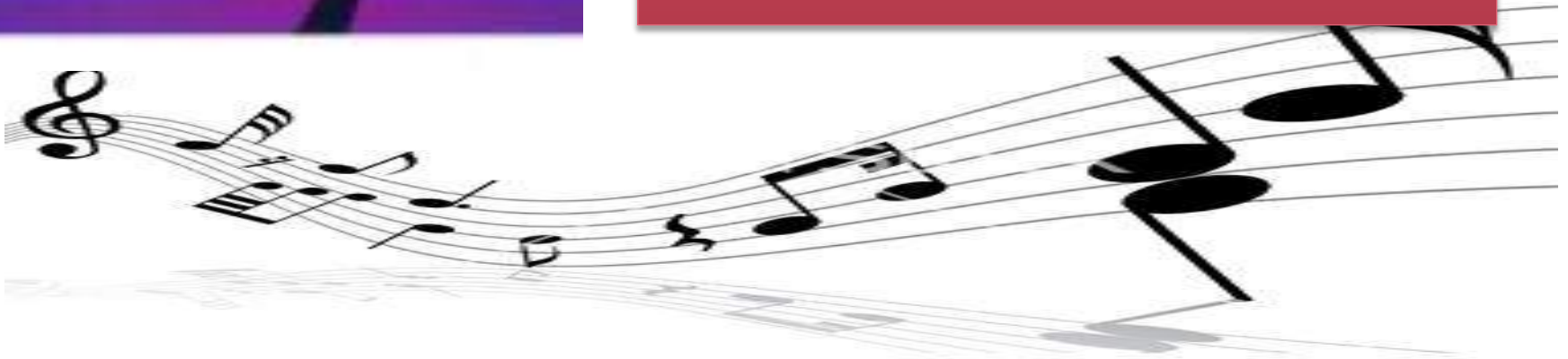
Library B takes action against  
end user

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?





## II. DONATION MATERIAL



# 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

### III. SEMINAR & TRAINING



# Kunitachi College of Music

## Repair and Preservation Efforts

4 principles of conservation and preservation

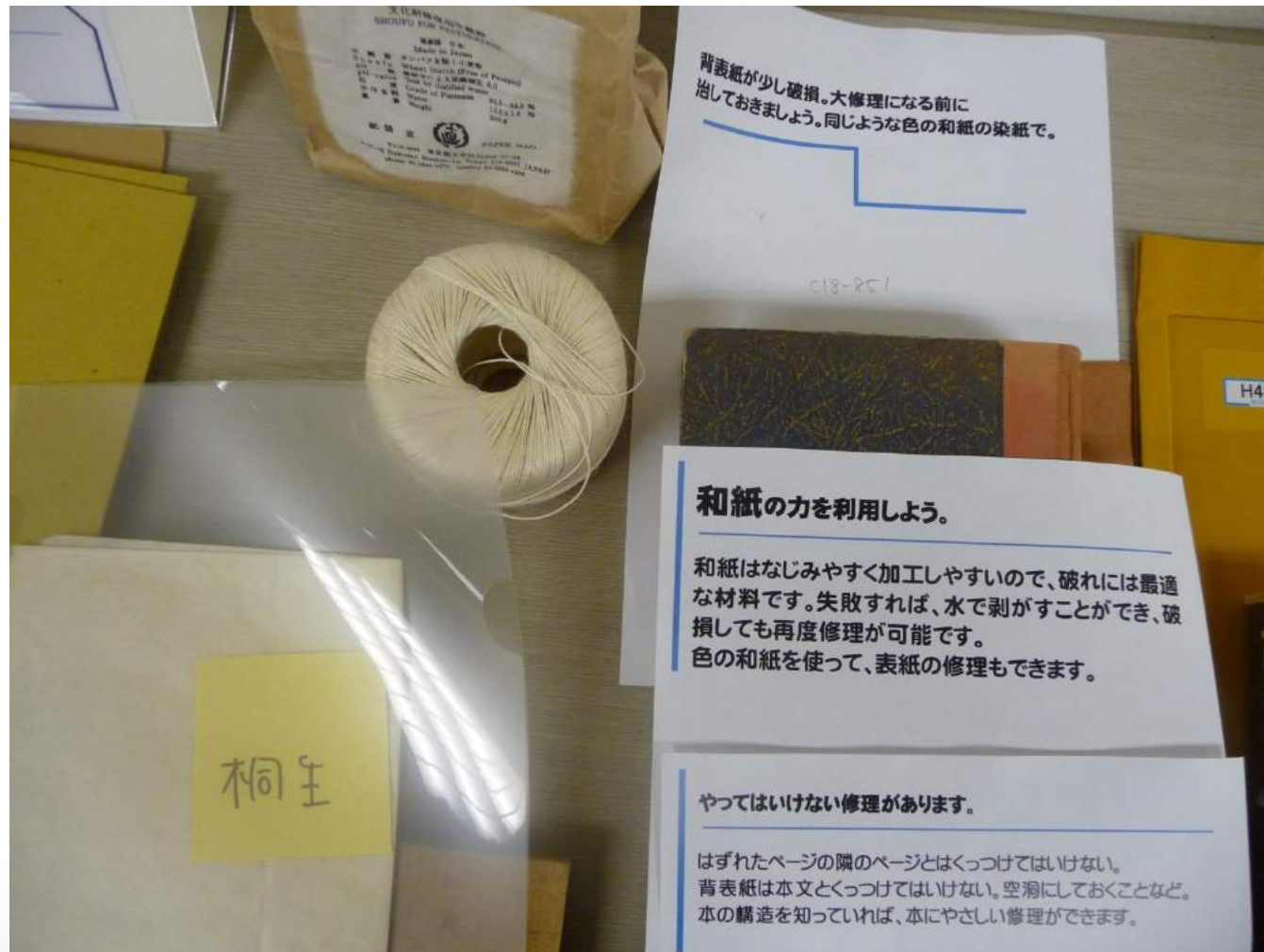
1. Reversibility
2. Stability (safety) of repair
3. Preserving the originality
4. Recording the mending procedure and date

# 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

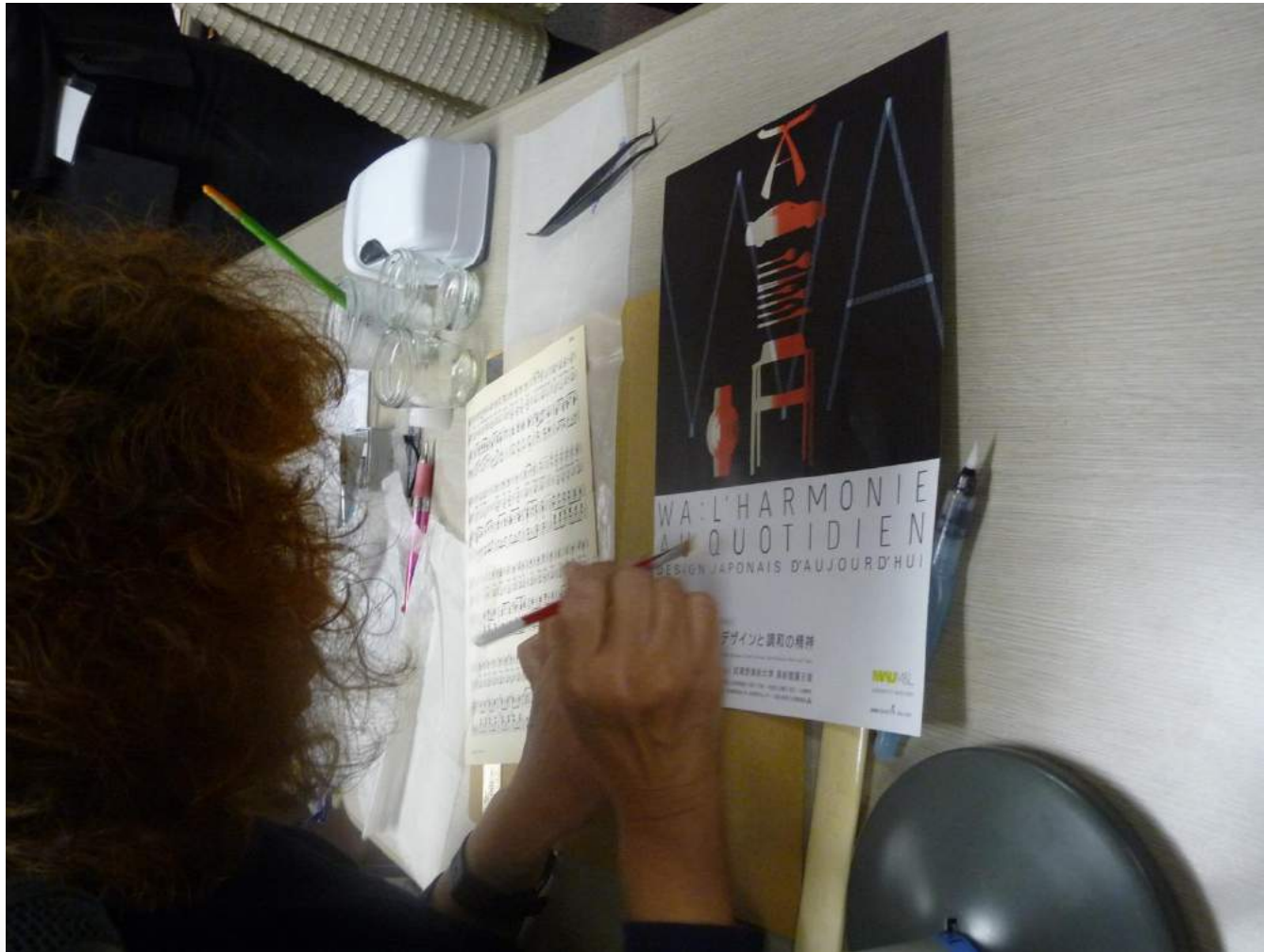




# Japanese Paper Torn by Water Brush



# Spread Pasted Gluten to Torn Japanese Paper



# Paste the Paper onto Torn Parts with Tweezers





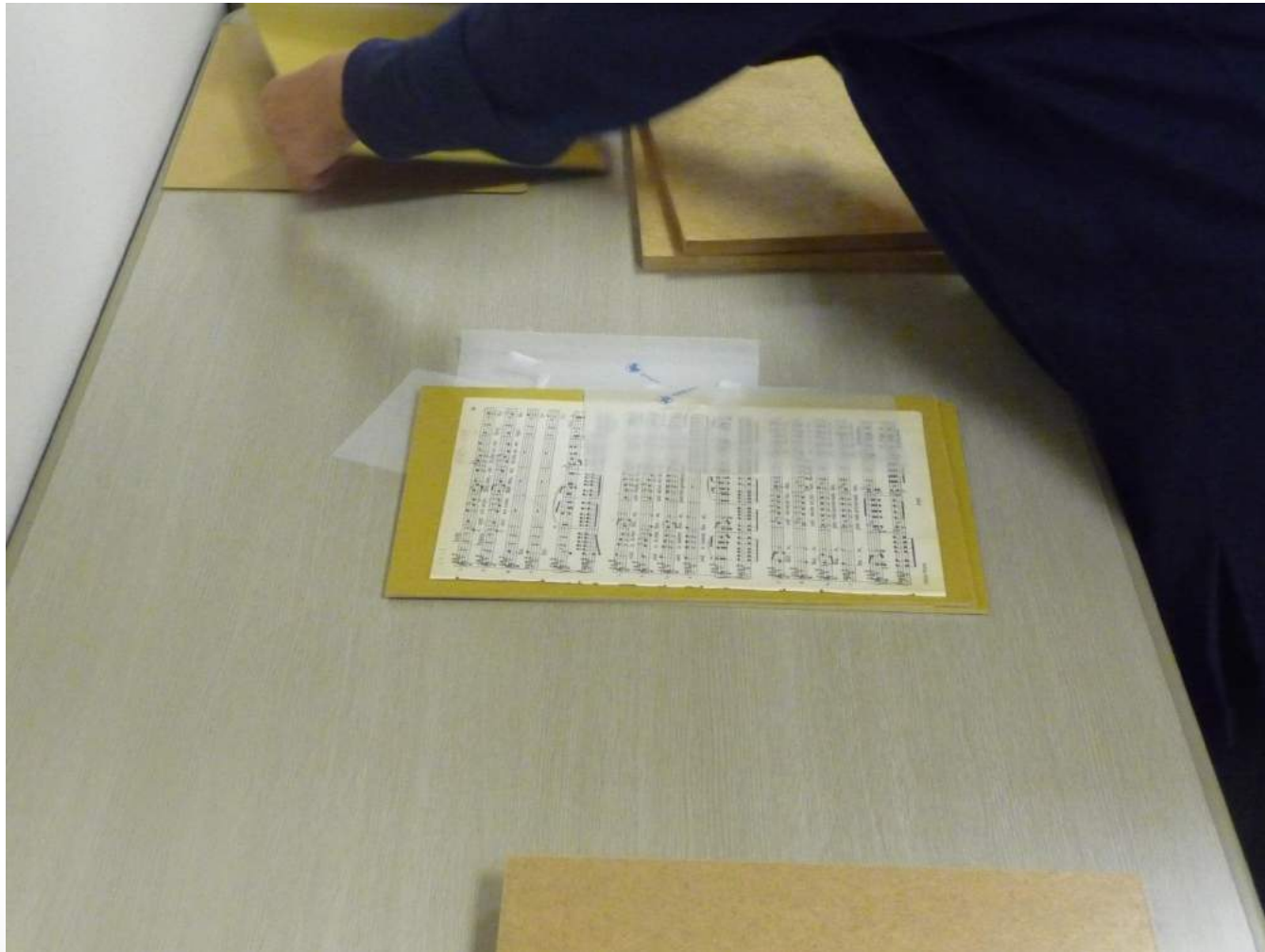
# Smooth Down Japanese Paper with Spatula



# Absorb Excessive Paste



# Preparation for Drying





# Preparation for Drying



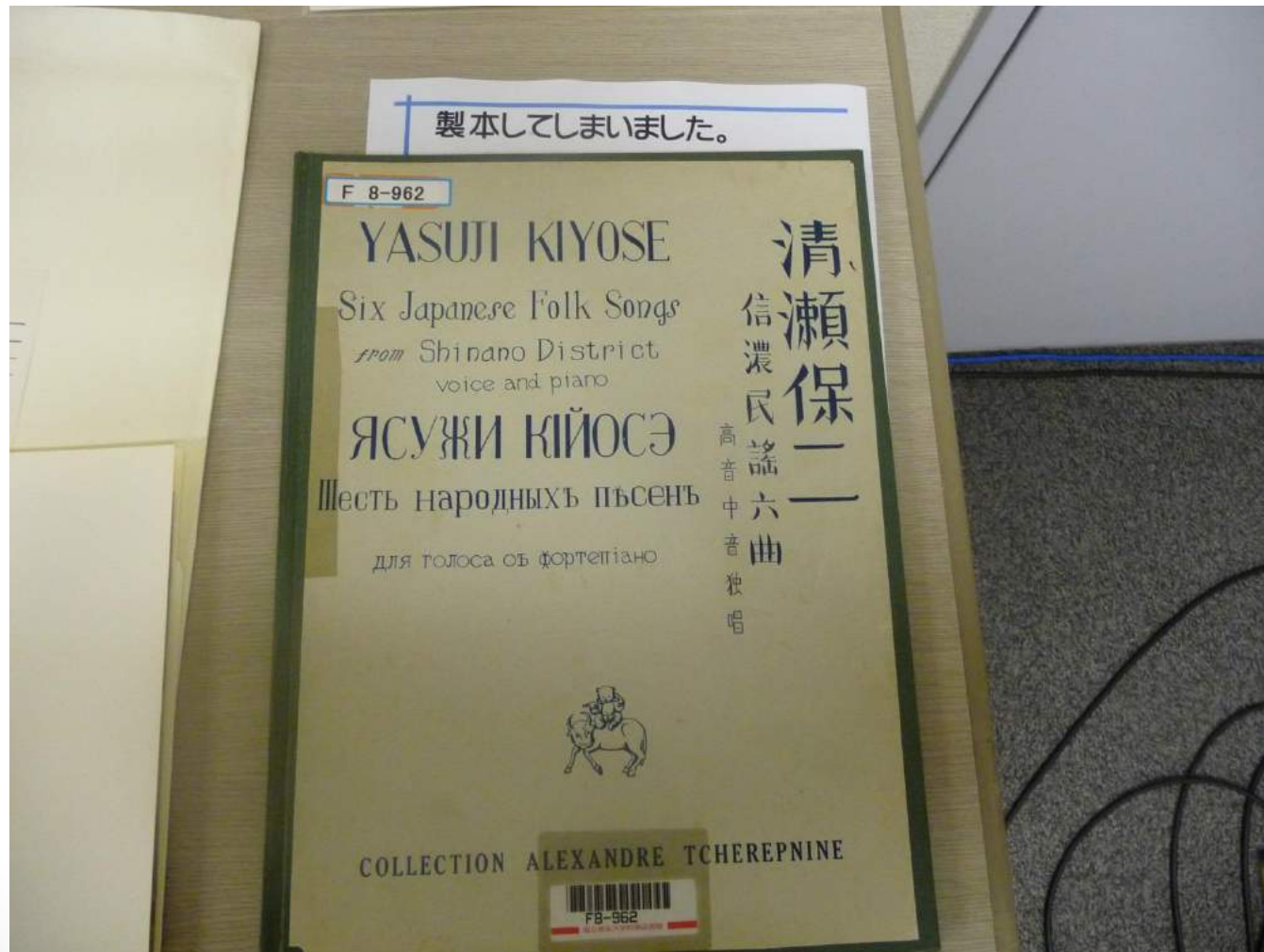
# Preparation for Drying



# Dried Material

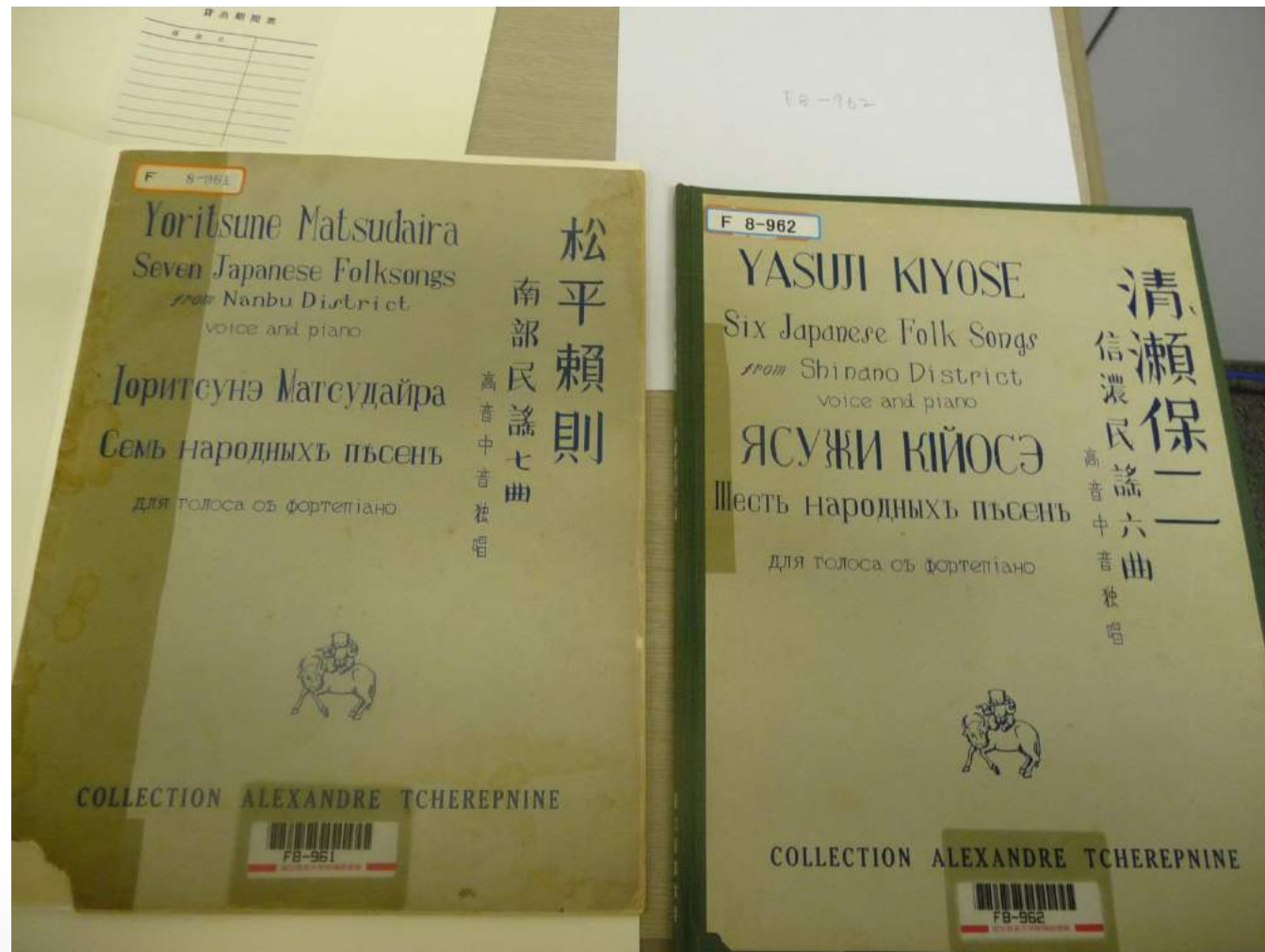


# Example of an Item in Need of Repair



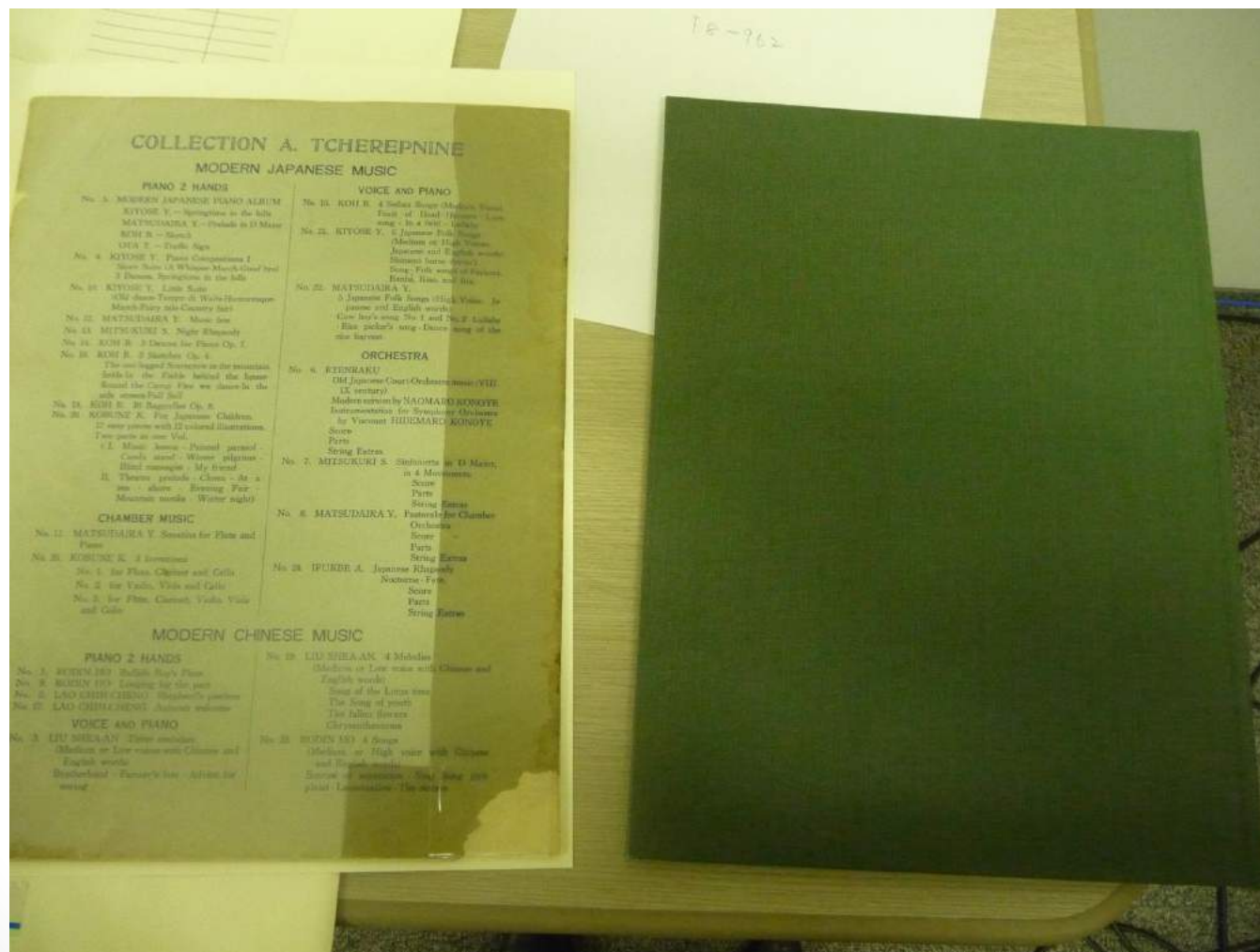


# Rebindings versus Original Bindings





# Information on Original Back Cover



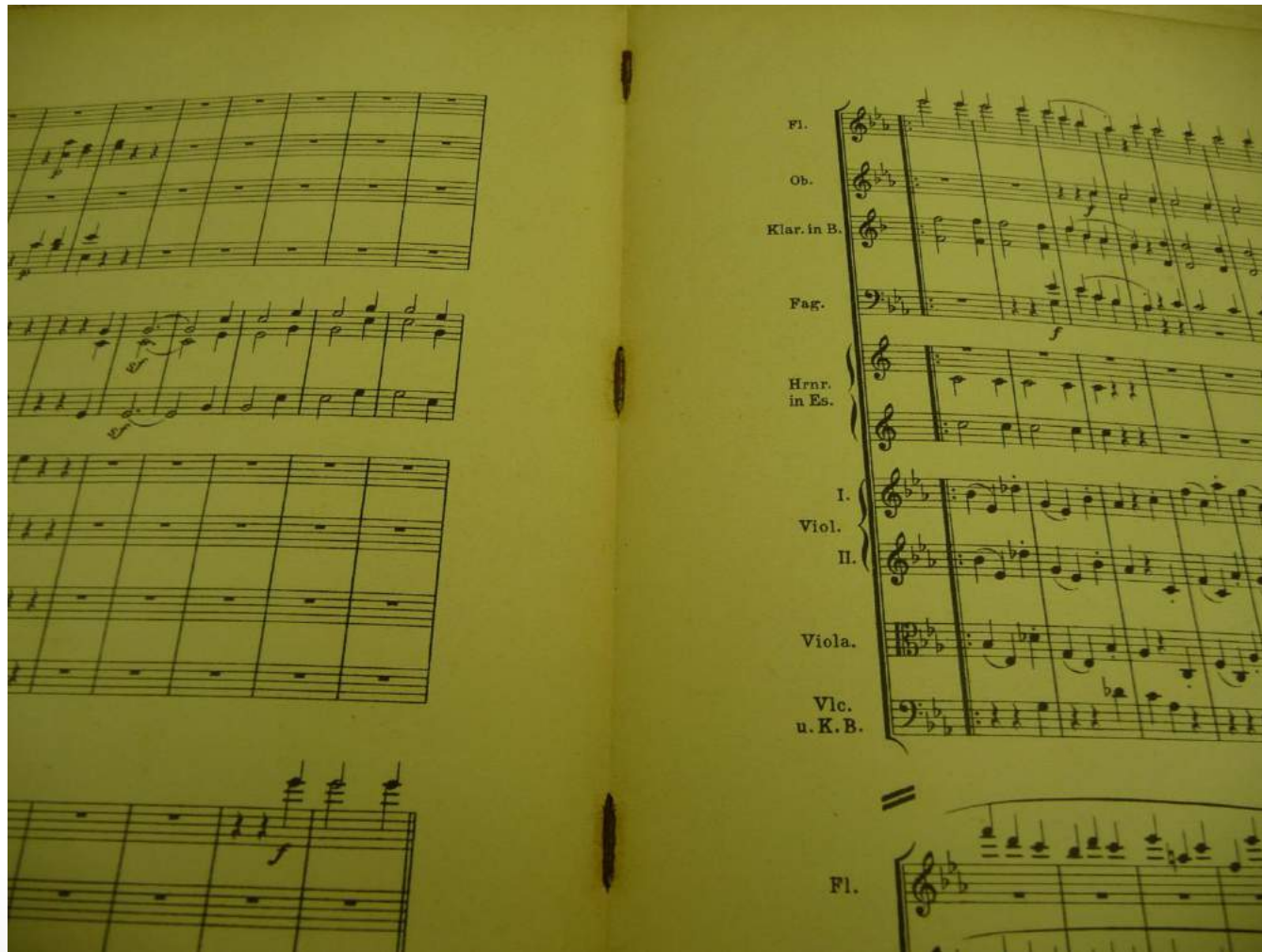
# Kunitachi College of Music Library

## Examples of Repair and Equipment Used

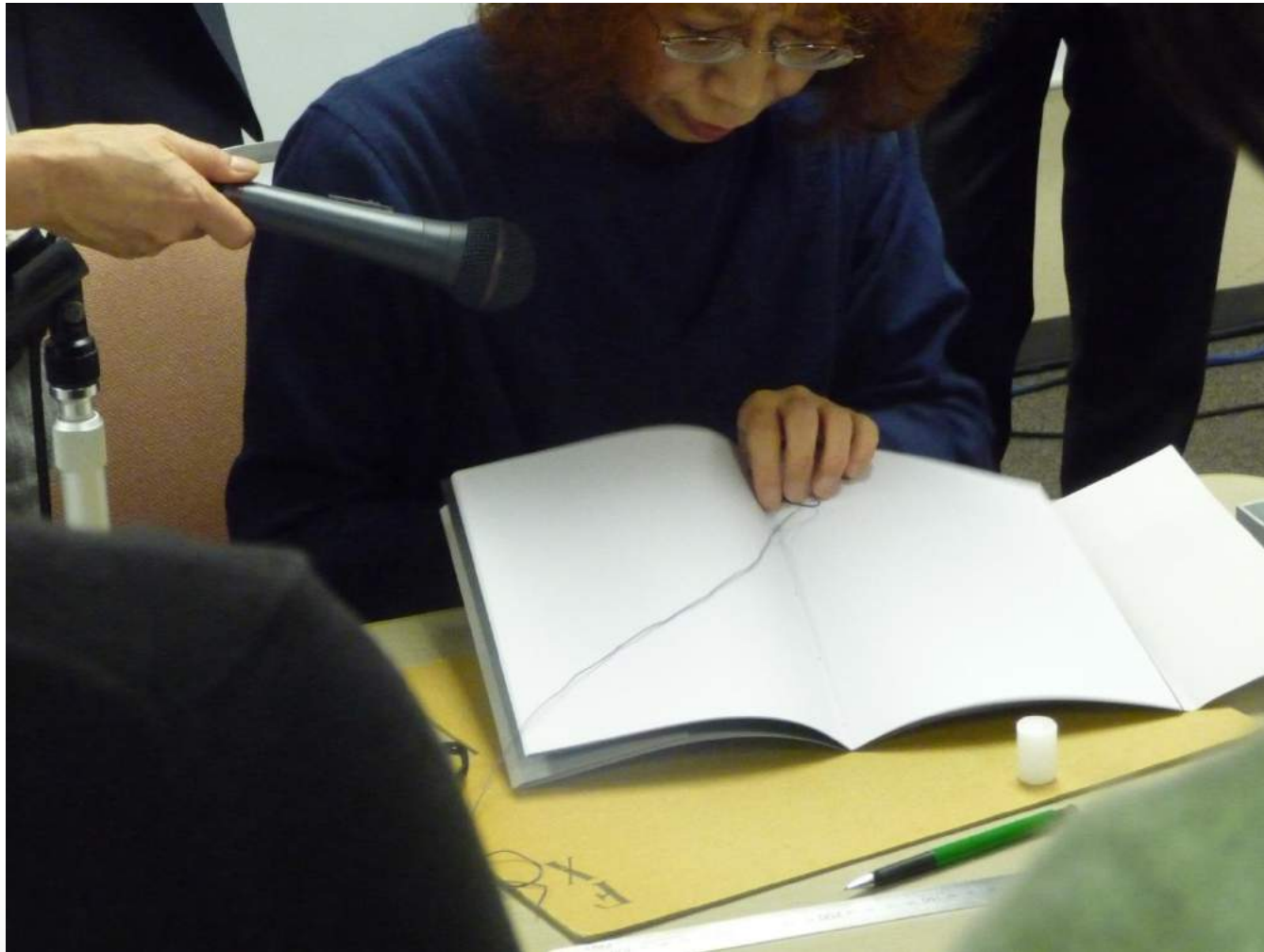


# Example of Repair.

## Corrosion of Staples

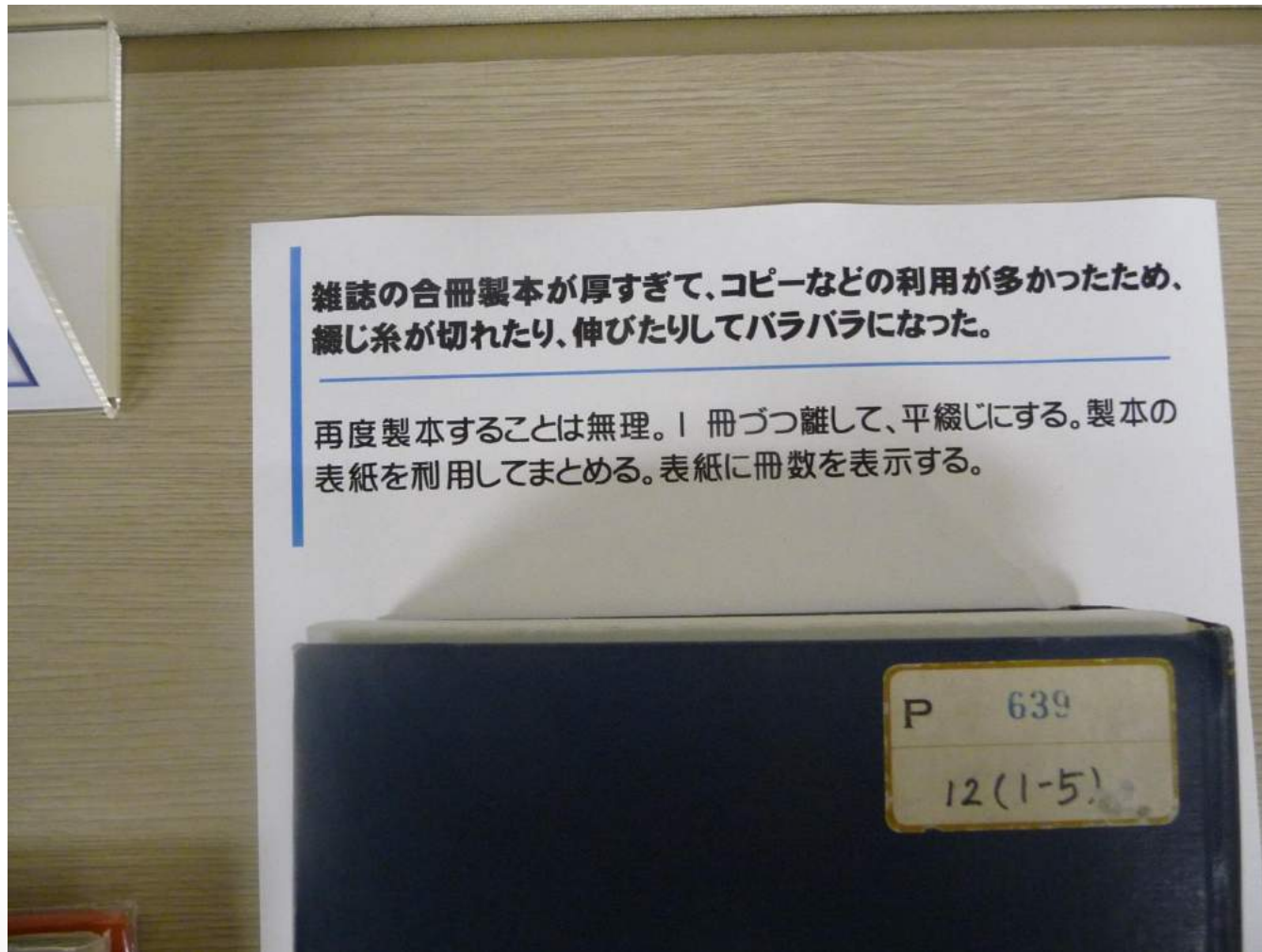


# Remove Staples and Rebind with Linen Cord





# The Pages of a Bound Magazine Have Come Loose



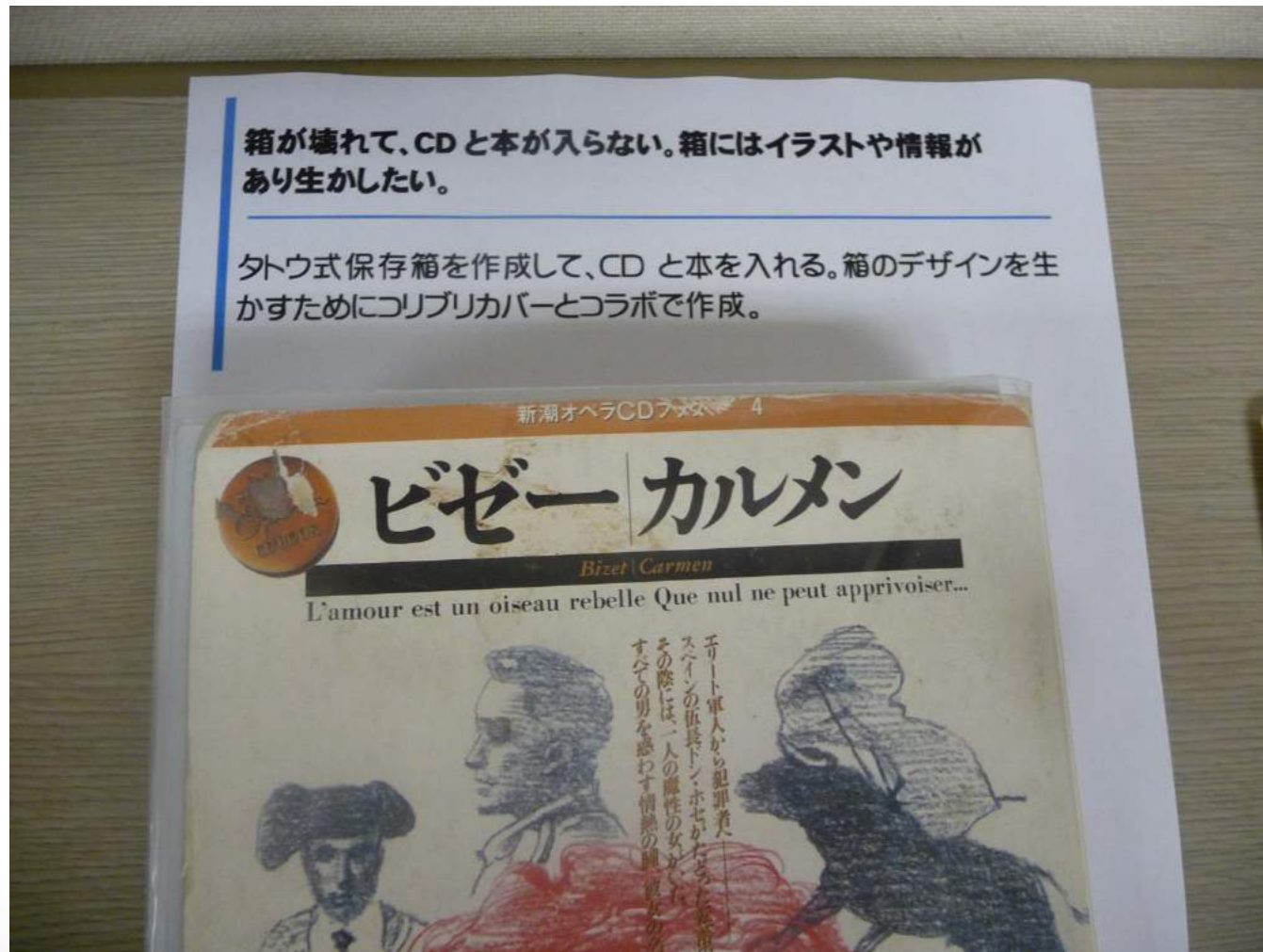
# Rebinding the Issues of a Volume



# Box Containing Books and CD is Damaged

箱が壊れて、CD と本が入らない。箱にはイラストや情報が  
あり生かしたい。

タトウ式 保存箱を作成して、CD と本を入れる。箱のデザインを生  
かすためにコリブリカバーとコラボで作成。





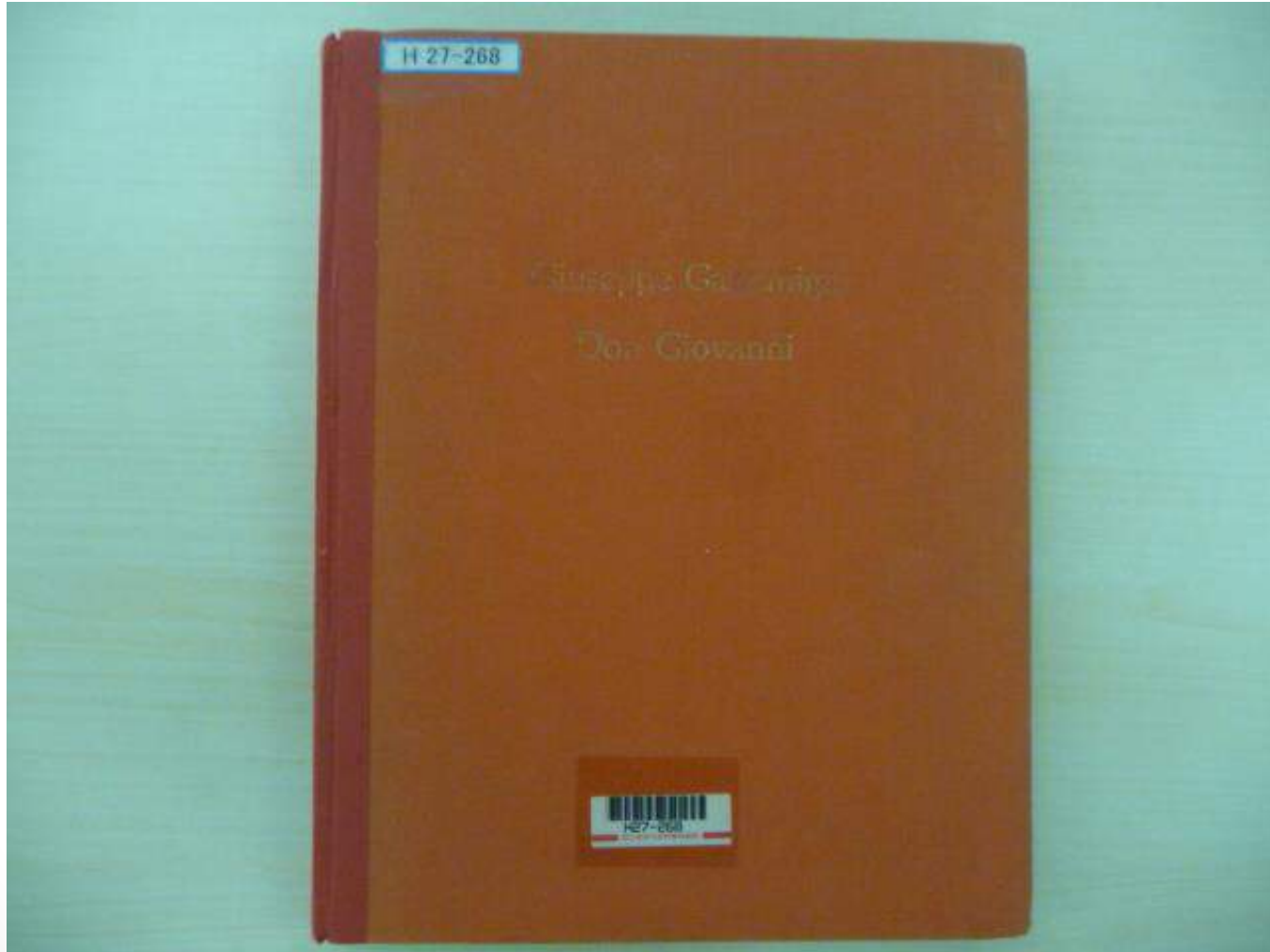
# How to Put in CD and Books



# Breakage of Spine

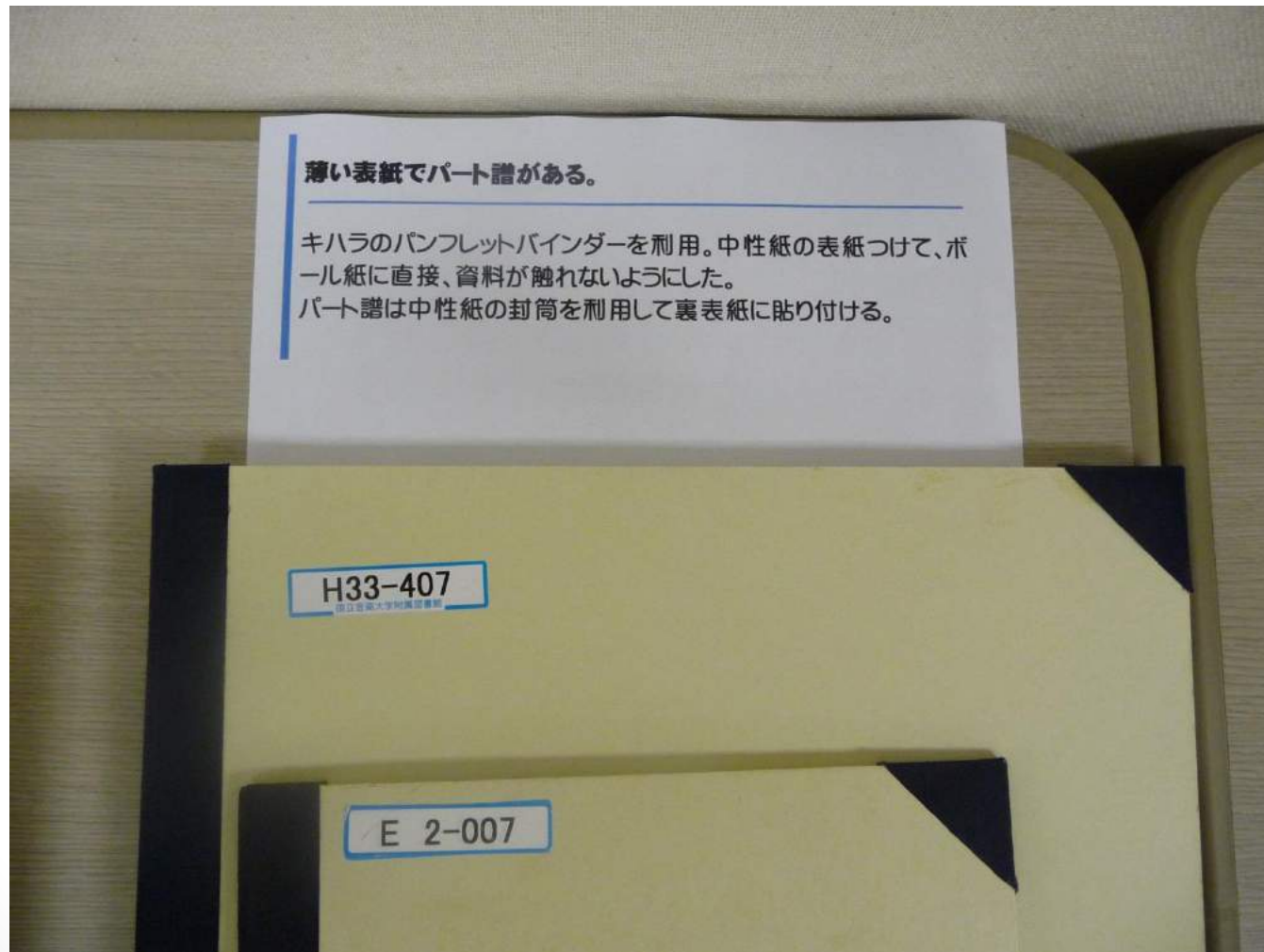


# Repair of Spine



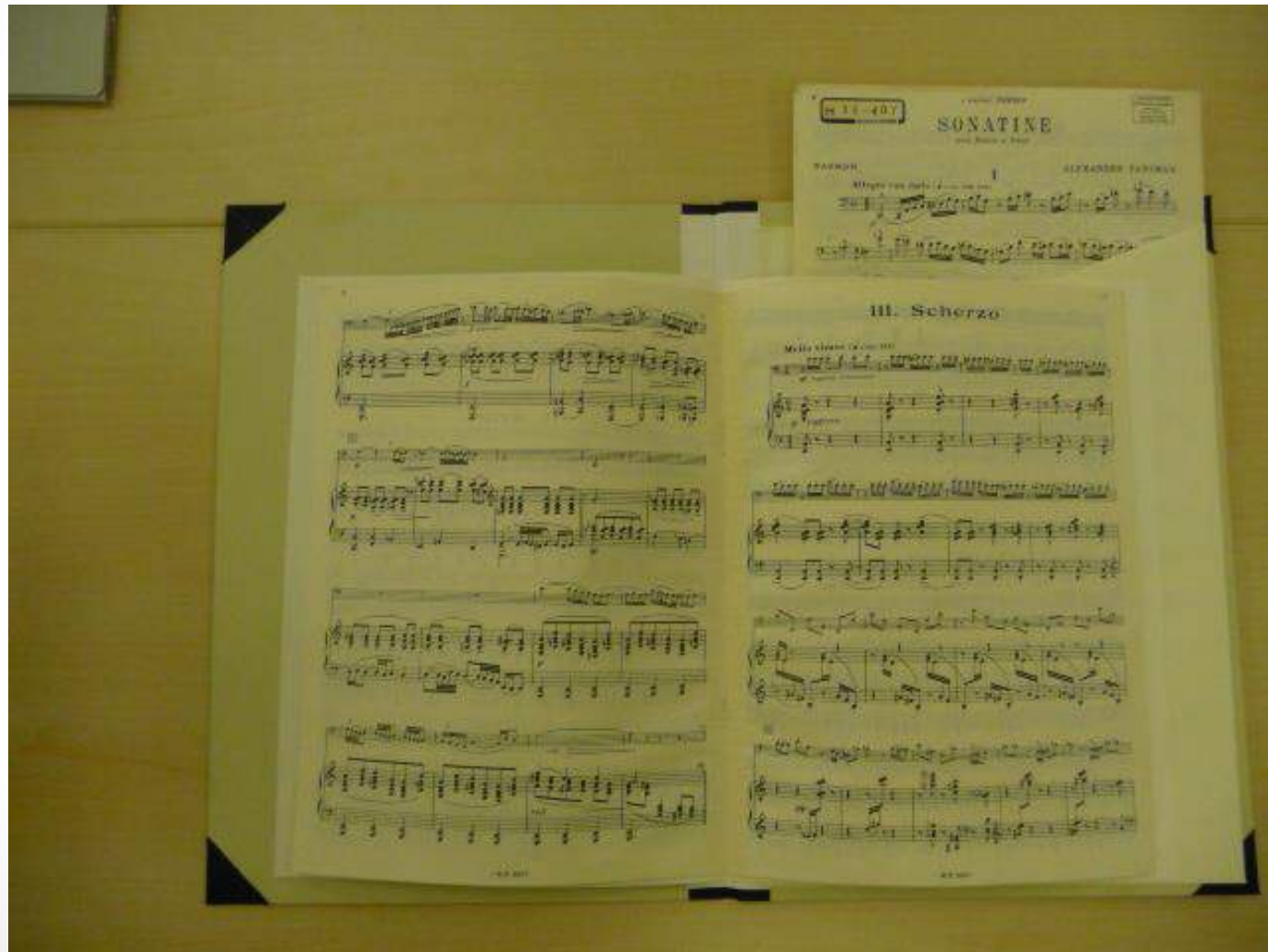
# Thin Score with Parts

A score without a cover and a back cover

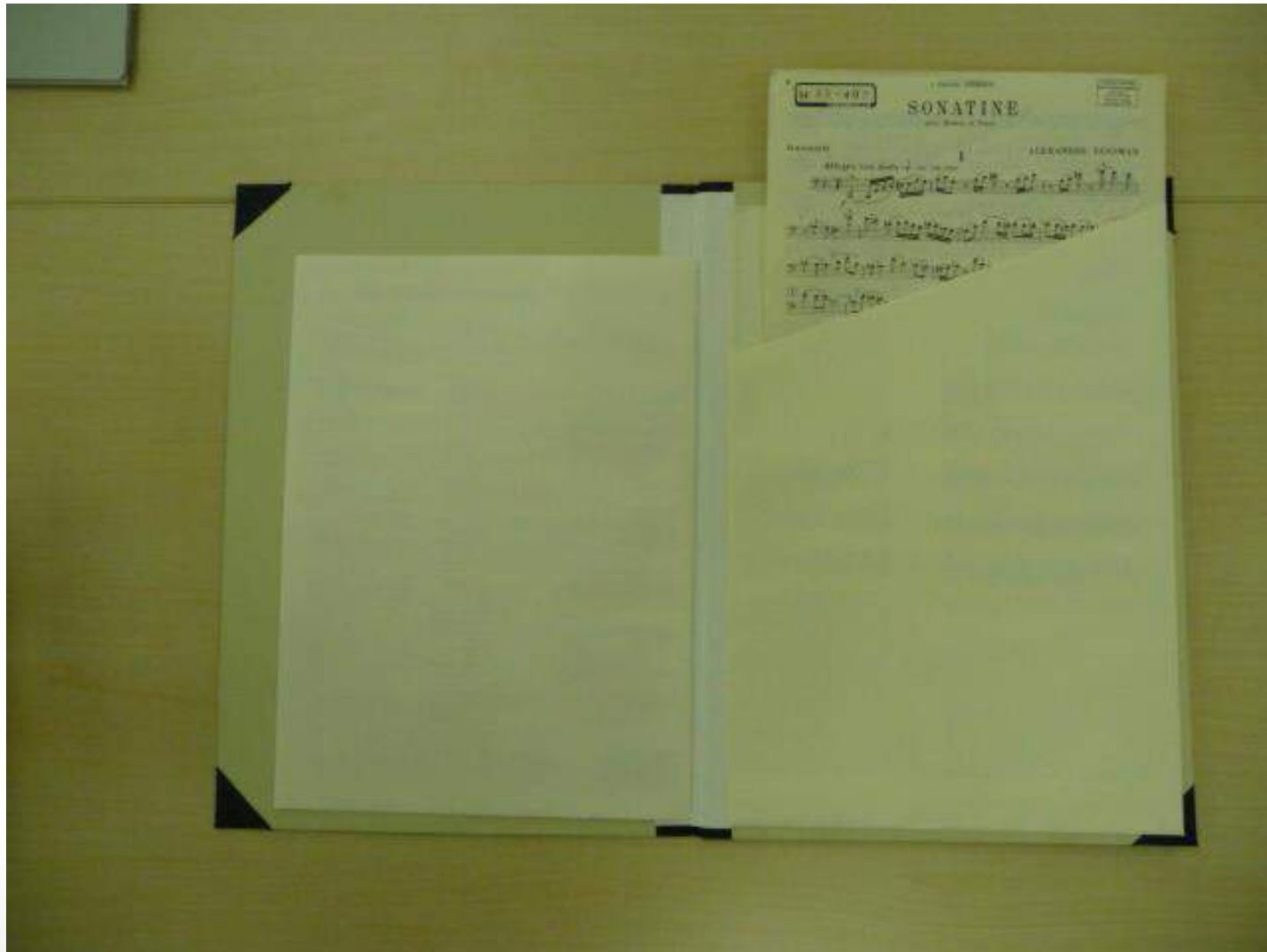




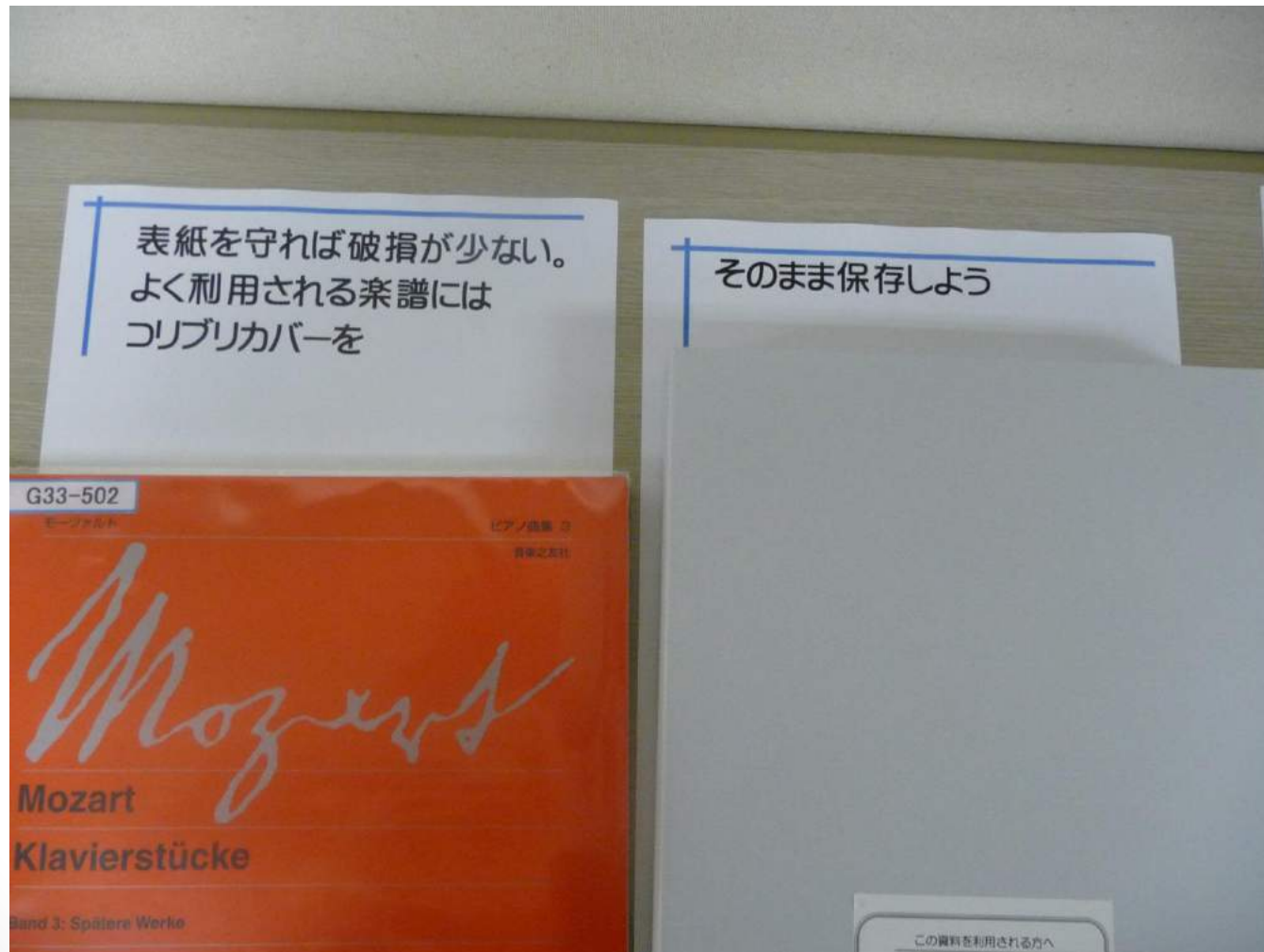
# Put in Parts



# How to Put in Parts

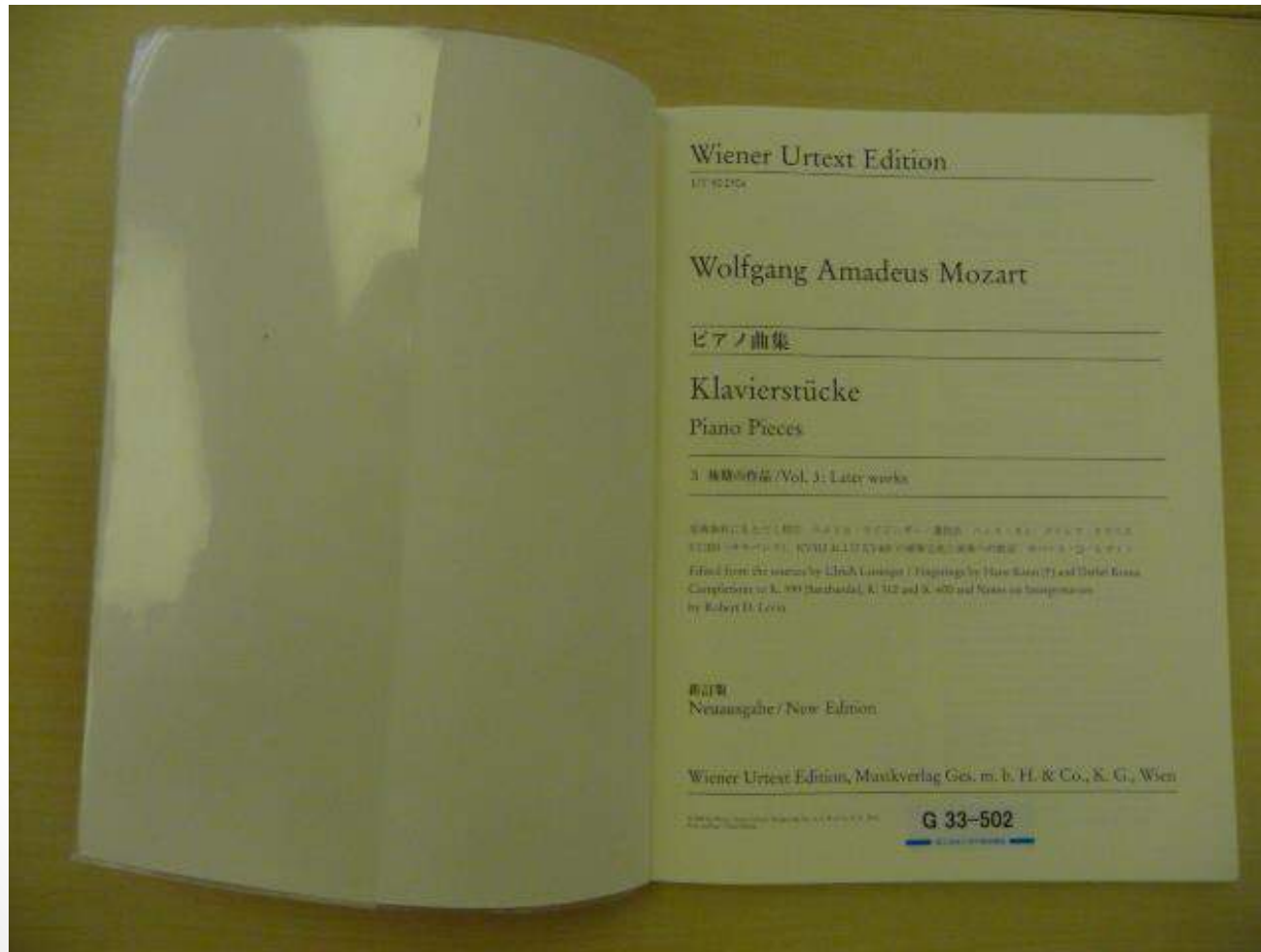


# Prepare Equipment before Lending

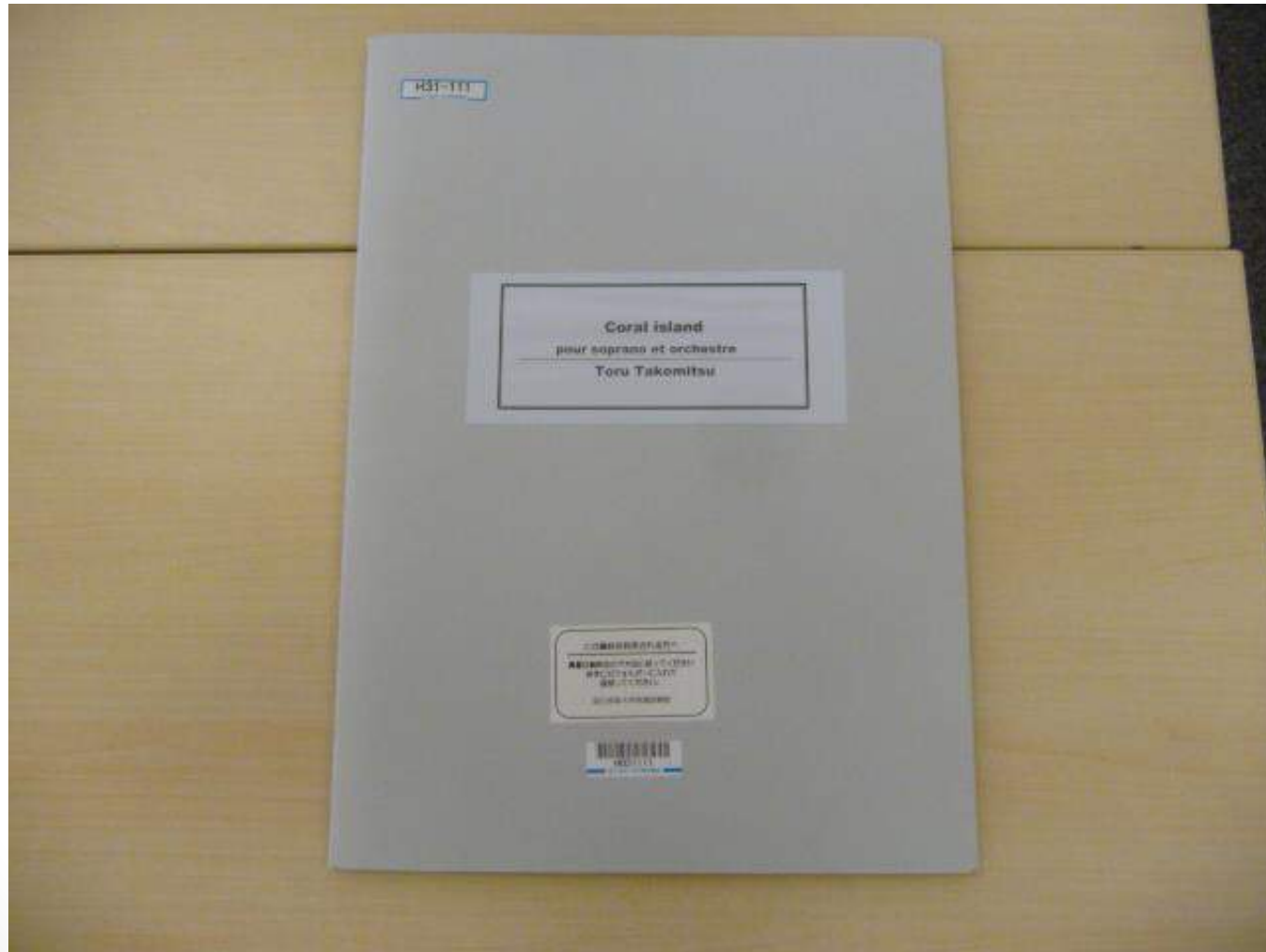




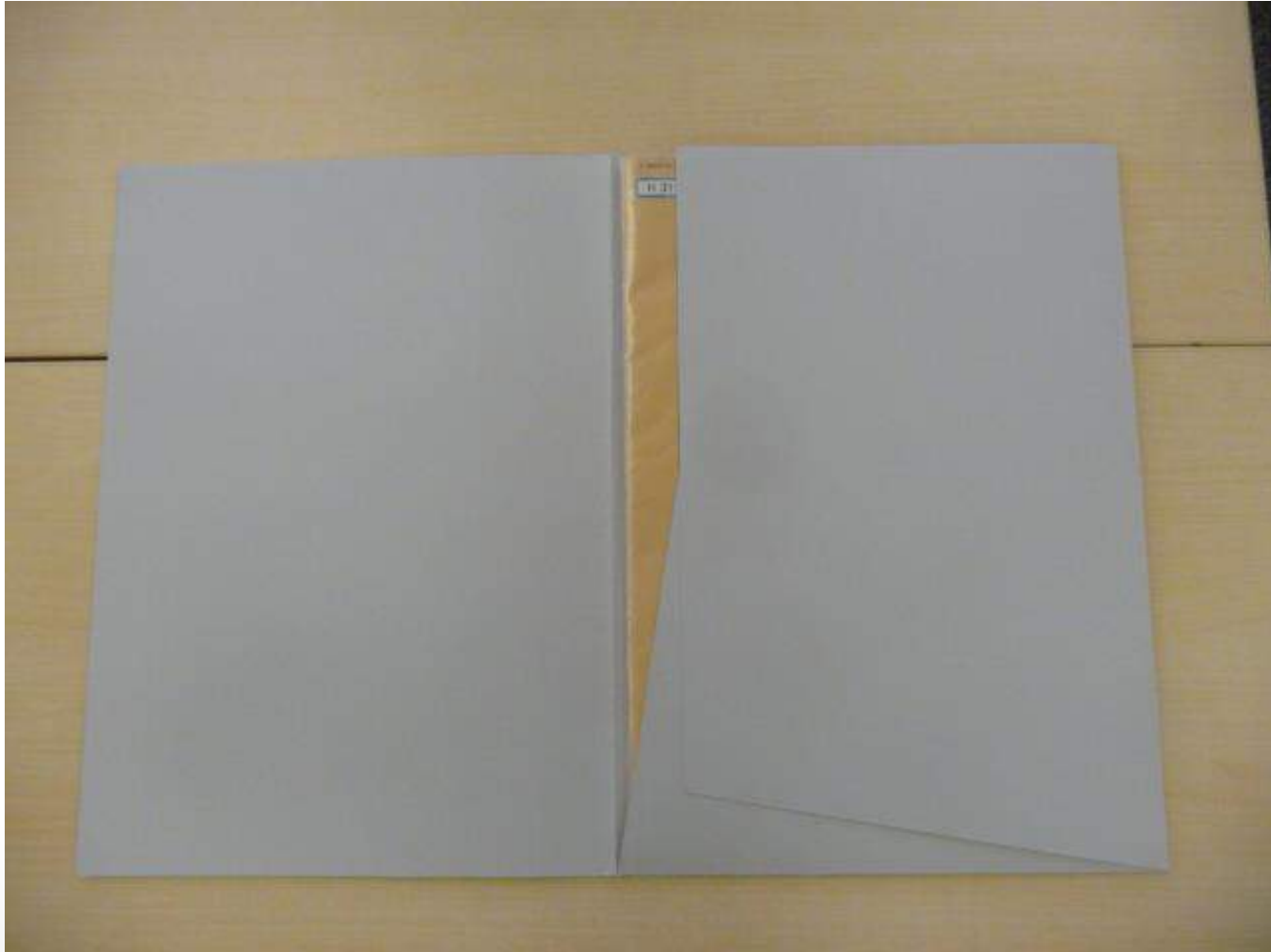
# CoLibri Cover



# Large-sized Score



# Make Folder



# An Example for a Large Score



# Example of Equipment



ピアノ曲集

Piano Pieces

3 後期作品 / Vol. 3: Later works.

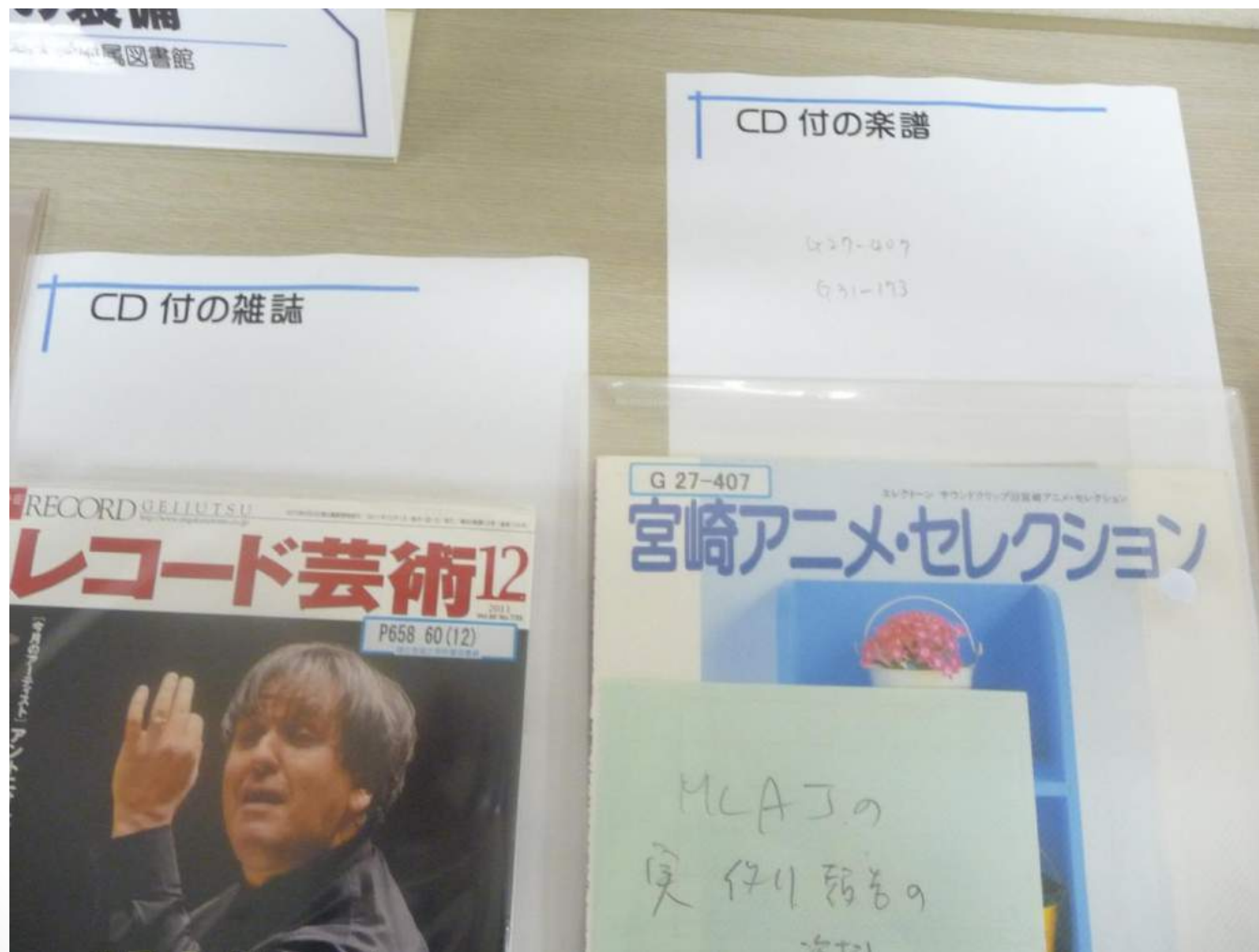
Neuausgabe / New Edition

Wiener Urtext Edition, Musikverlag Ges. m. b. H. & Co., K. G., Wien

G 33-502



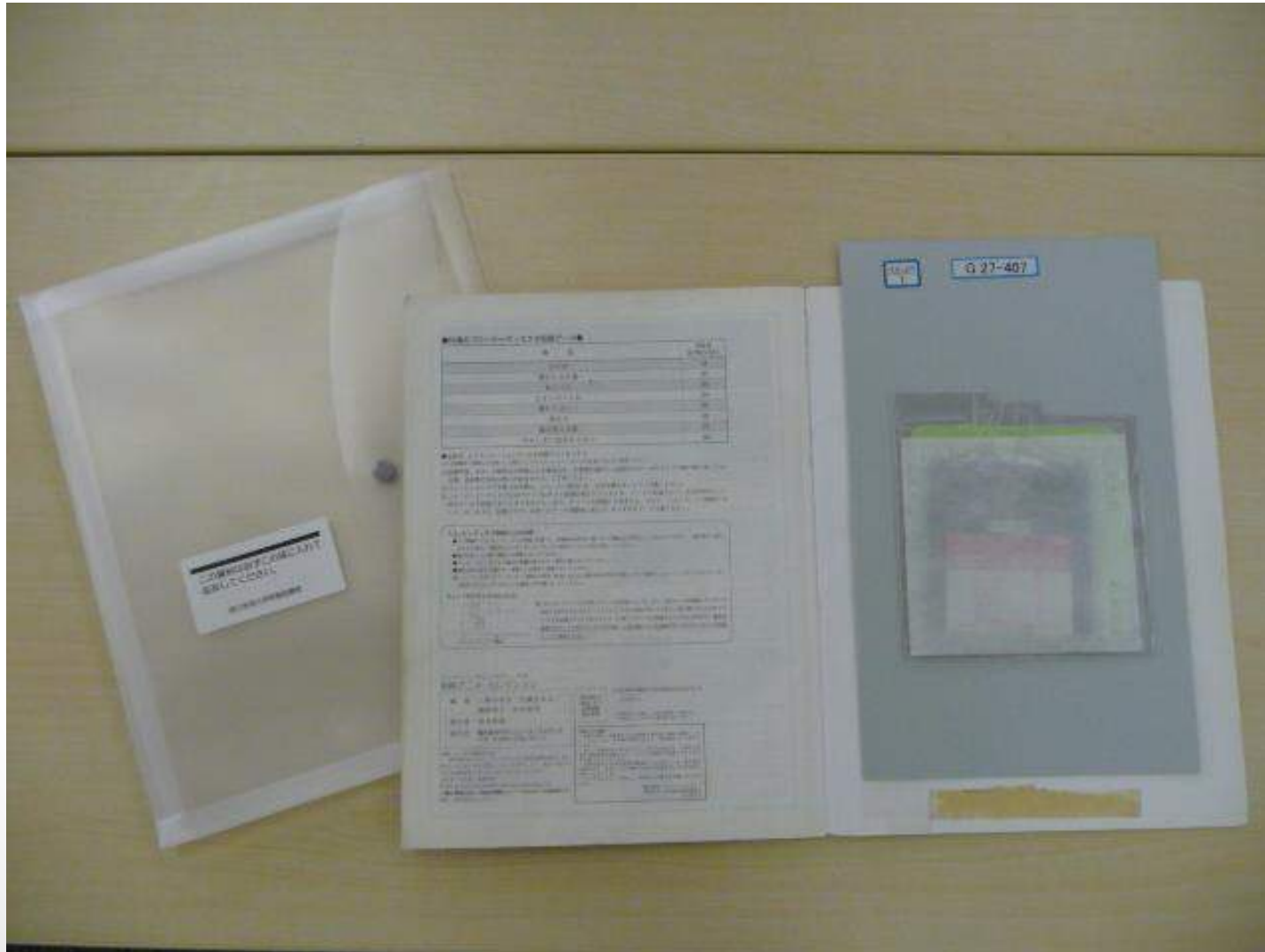
# Magazine or Score with CD



# Attachment of CD and Pamphlet to Magazine



# Score with Floppy Disk



# Thick Softcover Score

