The Library Academic Policy Committee (LAPC) is responsible for maintaining the Policy Manuals for both Moore and Talbott Libraries. The Chair of the LAPC is responsible for having approved additions or revisions to the Policy Manuals incorporated into the Manuals and posted to the Rider University Libraries StaffWeb.

TABLE OF CONTENTS

I. GENERAL INFORMATION

A. FIRE DRILLS/EMERGENCIES
B. ILLNESS/ACCIDENTS IN LIBRARY
C. SECURITY PROBLEMS, ETC.
D. ABUSE OR THEFT OF LIBRARY PROPERTY
E. EATING, DRINKING, SMOKING, AND DRESS RESTRICTIONS
F. BICYCLES, ETC. IN THE LIBRARY
G. LIBRARY HOURS
H. OPENING AND CLOSING BUILDING
I. SERVICE ATTITUDE
J. NOISE
K. CHILDREN IN THE LIBRARY
L. LIBRARIES’ EARLY CLOSING EXTENDED HOURS PROGRAM POLICY

II. POLICY STATEMENTS AND PRINCIPLES FOR LIBRARY SERVICES

A. RIDER UNIVERSITY MISSION STATEMENT
B. RIDER UNIVERSITY LIBRARIES MISSION STATEMENT
C. INTELLECTUAL FREEDOM, PRIVACY AND ETHICS
D. COPYRIGHT LAW
E. SOFTWARE DUPLICATION POLICY
F. STANDARDS FOR COLLEGE LIBRARIES

III. ACCESS SERVICES: CIRCULATION/INTERLIBRARY LOAN/PERIODICALS

A. INTRODUCTION
B. CIRCULATION OF LIBRARY MATERIALS
   1. Library Users and Borrowing Privileges
   2. Loan Periods
   3. Renewals
   4. Holds
   5. Recalls
   6. Return of Library Materials
   7. Fines for Overdue Materials
   8. Lost or Damaged Materials
   9. Overdue Notices
   10. Fine Notices for Overdue Materials
   11. Invoices for Overdue, Lost, or Damaged Materials
   12. Checking out Materials during the Summer
C. CLASSES OF LIBRARY MATERIALS
   1. General Circulating Collection
   2. Reserves
   3. Electronic Media Reserves
4. Reference Materials
5. Periodicals
6. Audiovisual Materials
7. Microforms
8. Performance Collection
9. Special Collections Access, Including OHS

D. INTERLIBRARY AND INTRALIBRARY LOAN SERVICES
1. Talbott Library as ILL Borrower
2. Talbott Library as ILL Lender
3. Rider University Libraries Intra-library Loan Service

E. PRINCETON UNIVERSITY LIBRARIES ACCESS CARD

F. LIBRARY FACILITIES AND EQUIPMENT
1. Audiovisual Equipment
2. Photocopyers, Copycard Dispenser, FAX, and Change Machine
3. Microform Equipment
4. Library Security System
5. Office Supplies for Clients
6. Library FAX Machine for Clients
7. Printing by Guests of the Library

G. RESHELVING MATERIALS AND STACKS/COLLECTION MAINTENANCE
1. Reshelving
2. Current Periodicals
3. Newspapers
4. Stacks/Collection Maintenance

H. PHOTOCOPYING JOURNAL ARTICLES FOR FACULTY IV. REFERENCE SERVICES

IV. REFERENCE SERVICES

A. INTRODUCTION

B. GENERAL INFORMATION
1. Ethics
2. Levels of Service
3. Levels of Staffing
4. Scheduling
5. Service Hours and Staffing
6. Recording of Statistics
7. Reference Desk Telephone
8. Paging
9. Photocopying—Reference Questions
10. Housekeeping and Machine Maintenance
11. Granting Permission to Circulate Special Materials
12. Weekend Newspapers

C. REFERENCE SERVICES AVAILABLE AT REFERENCE DESK
1. Ready Reference
2. Instruction in Use of the Library
3. Service for Remote Users
4. Research Requests and Appointments
5. Online Database Search Requests
6. Interlibrary Loan Requests
7. Class Assignments, Take-Home Exams
8. Quizzes, Contests, Puzzles, etc.
9. Legal and Medical Questions
10. Services to Physically Challenged Students
11. Collaborative Service

D. REFERENCE REFERRALS TO OTHER LIBRARIES
   1. Princeton University Access Cards
   2. Reference Referral to CJRLC and Regional Libraries

V. LIBRARY INSTRUCTION

A. INTRODUCTION
B. GENERAL INFORMATION
C. LEVELS OF INSTRUCTION
   1. Library Tours
   2. Special Groups
   3. Individual Instruction
   4. Subject/Course Related Instruction

D. INFORMATION LITERACY STANDARDS

VI. INFORMATION DATABASE SEARCHING

A. ELECTRONIC INFORMATION RESOURCES POLICY

VII. COLLECTION DEVELOPMENT

A. INTRODUCTION
   1. Goals
   2. Westminster Choir College Mission Statement
   3. Talbott Library Collection Development Mission Statement
   4. Criteria for Selection
   5. Criteria for Weeding
   6. Reserves
   7. Preservation
   8. Serials
   9. Reference Works
   10. Specific Types of Materials Collected

B. COLLECTING LEVELS
   1. Minimal Level
   2. Basic Level
   3. Study Level
   4. Research Level
   5. Comprehensive Level

C. INTELLECTUAL FREEDOM
D. LIBRARY OF CONGRESS MISCELLANEOUS NON-MUSIC SCHEDULES
E. LIBRARY OF CONGRESS MUSIC CLASSIFICATIONS
F. OTHER CLASSIFICATION AND ORGANIZATIONAL SCHEMES
G. MISCELLANEOUS SPECIAL COLLECTIONS
   1. Closed Collections
   2. Open Collections

H. SUBJECT ANALYSIS OF LIBRARY MATERIALS IN MUSIC: COLLECTING INTENSITY—
   CURRENT AND DESIRED

VIII. CATALOGING AND PHYSICAL PROCESSING

A. INTRODUCTION
B. INITIAL PROCESSING FOR PURCHASED MATERIALS
C. INITIAL PROCESSING FOR GIFT MATERIALS
D. CATALOGING
   1. Workflow
      a. Print Materials (except Serials)
      b. Serials
      c. Audiovisual Materials
   2. Descriptive Cataloging, Authority Control, and Subject Analysis
   3. Classification
E. PHYSICAL PROCESSING
F. PRESERVATION OF PRINT MATERIALS

APPENDIX—DISASTER PREPAREDNESS PLAN
I. GENERAL INFORMATION

A. FIRE DRILLS/EMERGENCIES
In the case of fire drills or other emergency situations, all staff are to exit the building immediately. All staff will gather in work units—including student workers—in front of the building. Library Fire Marshals will see that the building is emptied. Fire drills are normally announced. If no announcement is made, assume a real emergency exists. Fire drills/emergencies procedures are posted on the staff bulletin board, near staff members' mailboxes, and near the circulation desk.

B. ILLNESS/ACCIDENTS IN LIBRARY
Staff members should call Security immediately if they observe patrons or staff who are seriously ill or if someone asks for assistance. Accidents should be reported to Security as soon as possible. Staff should fill out a Library Incident Form. All illnesses and accidents should be reported to the Library Administration as soon as possible.

C. SECURITY PROBLEMS, ETC.
Security should be called if problem situations exist—unruly patrons, harassment of patrons or staff, electrical outages (especially at night), etc. When practical, the supervisor or a librarian should be consulted first. The library reserves the right to ask patrons to leave, if they persist in disturbing others or disrupting normal library operations. In cases of an active or suspected crime, the library should call Security's emergency number. All such incidents should be reported to the Library Administration as soon as possible. A Library Incident Form should be filled out. Library faculty and staff are encouraged to refer to the University's current Code of Social Conduct in *The Source* for university regulations on misconduct.

D. ABUSE OR THEFT OF LIBRARY PROPERTY
New Jersey law, as defined in Chapter 20 of Title 2C of the *New Jersey Statutes Annotated*, defines the theft of library materials as a criminal offence that is punishable by a fine not to exceed $1,000.00 and/or up to six months of imprisonment. Provision is made for the detention and arrest without warrant of those suspected of violating the act. Civil and criminal immunity is given to any law enforcement officer, special officer, or library employee who arrests or detains a person in accordance with the law.

The following statement is posted by law at the Library's entrance:

"In order to prevent the theft of books and library materials, state law authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft of library material."

New Jersey law, as defined in Chapter 43 of Title 2A of the *New Jersey Statutes Annotated*, defines the conditions under which a library may bring a civil action against any person who has not reimbursed the library for the fair market value of stolen library material.

The abuse or theft of library property is specifically prohibited by New Jersey State Law and is therefore part of the Rider University Code of Social Conduct (cited in *The Source* in sections on the "Code and the
All library staff members are responsible for enforcing this law and University rules.

A Library Incident Form is completed by staff members when the following situations occur:

1. A patron attempts to leave the Library with uncharged, concealed library materials.
2. A patron attempts to leave the Library with uncharged library materials that show evidence of abuse (torn pages, excerpts from a larger work, unraveled or torn microfilm, etc.).
3. A patron is observed misusing, mutilating, or destroying library materials, furniture, or equipment.
4. A patron attempts or commits actual abuse or unauthorized use of a library computer, as defined by the University's code of conduct and its violations in The Source. This includes giving or gaining unauthorized access, unauthorized duplication, downloading, or distribution of copyrighted materials, and deliberate alteration or destruction of computer/systems/networks. For a complete list, see The Source.

In completing the Library Incident Form, the staff member uses the patron's Rider University identification card or other formal identification to record the correct information. If the patron refuses to provide information, he or she is informed that a security guard will be called. The action is taken if a patron persists in refusing to comply with a staff member's request. The staff member should be prepared to supply a Security Officer with a physical description of the patron if he or she leaves the Library before Security arrives. The library employee should not attempt to physically detain a patron. Completed Library Incident Forms are given to the Chair.

Abuse or theft of library property is a sensitive issue that requires good judgment and tact by all library employees. Staff members should consider the following factors in dealing with abuse or theft situations:

- The Library's security system is not infallible. Patrons should be treated politely when asked to walk through the gate a second time.
- Failure to remember to check out library materials can be an oversight and not an attempt to steal materials.
- It is reasonable to ask patrons to open briefcases, handbags, etc., when the security system indicates an uncharged item is being removed from the Library.
- It is necessary to observe patrons misusing, mutilating, or destroying library property if evidence of it occurs in areas other than at the Circulation Desk.

The Library Administration is responsible for reviewing library incident forms and forwarding violations to the Westminster Choir College Judicial Board for appropriate action when Westminster students are involved. In the case of Westminster Conservatory students and Talbott Friends, borrowing privileges may be revoked. The Circulation Department of associate borrower institutions is notified when their students or faculty abuse or steal library property. Forms completed for walk-in patrons are retained for future information.

E. EATING, DRINKING, SMOKING, AND DRESS RESTRICTIONS
Smoking is not permitted anywhere in the building. Eating and drinking are permitted only in the outer Lobby. All staff members are responsible for enforcing these restrictions. Signs are posted at the Library's entrance stating these restrictions.

Appropriate dress is required. Examples of unacceptable attire include swimsuits and sexually revealing items. All library patrons and staff must wear shirts and footwear in the library. [LAPC Policy no. 03-02]

F. BICYCLES, ETC. IN THE LIBRARY
Bicycles and scooters are not allowed in the Library. Skateboards and rollerblades may not be used in the building. [LAPC Policy No. 02-01]

G. LIBRARY HOURS
Library hours are set to accommodate the University's academic calendar and to meet the information
needs of the Rider University community. Since hours vary throughout the year, schedules of current hours are distributed by the Library's Administrative Secretary to appropriate offices on campus. Current hours are posted in the library lobby, on the library website, and as part of the library phone greeting.

H. OPENING AND CLOSING
The Circulation staff at the main reading room and performance collection are responsible for opening and closing of the Library daily. Specific routines are maintained; assignment varies with changes in library hours and staff schedules. While Talbott Library is closed, the OHS (Organ Historical Society) archivist has access to the OHS collection, but access to Talbott's collections is available only when the library is open. The security of Talbott is maintained. In the event of emergencies or last minute illnesses, librarians will perform opening and closing duties.

I. SERVICE ATTITUDE
Staff should project a positive, service-oriented image for the Library by being courteous, pleasant, and approachable to all patrons. Efficient referrals should be made to other staff in the Library or other offices on campus to satisfy patrons' information needs. Patrons with service problems or complaints should be politely referred to supervisors, librarians, or administrators.

J. NOISE
Noise-generating activities, such as conversation or listening to music, must be kept at a low level. Cell phone use is not permitted in Talbott's Reading Room and Performance Collection Service Room in order to preserve the study environment of the Library. [LAPC Policy No. 02-02]

K. CHILDREN IN THE LIBRARY
Small children are not permitted to roam unattended or cause undue noise in the library. Nor may they play with library materials or equipment, even when accompanied by adults. Adults who bring children to the library are responsible for the behavior of the children, and may be asked to leave if the children persist in disruptive behavior. [LAPC Policy No. 03-01]

L. LIBRARIES' EARLY CLOSING EXTENDED HOURS PROGRAM POLICY
Rationale
Occasionally, due to inclement weather, current or impending, the University closes early. If at all reasonable, the Libraries may provide service beyond these hours recognizing the needs of residential students, particularly when classes are cancelled. In order to accomplish this, a pool of library faculty and staff willing to participate in this activity will be established. It is presumed that a geographically proximate residence would be a strong factor in willingness to participate, as extended travel hazards are the reason for early closing.

Decision-making
Should the University close prior to 4pm it may be desirable to attempt to provide basic service until as late as 6pm. If weather allows, up to 4 hours of additional service might be provided for each incident under this plan. Once the plan has been implemented changing conditions may mitigate shortening hours. That decision may be made by the senior ranking employee present. Chairs and support staff supervisors in collaboration with the dean will determine the reasonableness of implementing the plan. This should be based on the current weather conditions and the likelihood of participating staff getting home safely a few hours later.

Staffing
Minimum Staffing should consist of one clerk and one librarian for more than 2.5 hours; or one clerk and two students for less than 2.5 hours. Each semester the chair of each library will request volunteers for the pool, and make this list available to supervisors and the dean. At the announcement of early closing, a decision will be made about the appropriateness of attempting extended hours. As necessary staff on the lists will be asked about their ability to stay for that instance, and a crew will be set.
**Compensation**
Compensation shall be according to applicable contracts. This may allow some employees to elect time off in the future rather than additional pay.

**Communication**
The following notifications will be made: signs posted in the libraries, the Provost’s Office, WCC Dean’s Office, Security Office, Public Relations Office (with the request that the information be provided in the voicemail closing notice), Media Services (with the request that the information be provided on the Rider Webpage closing notice)

[Revised Nov. 30 2010]
II. POLICY STATEMENTS AND PRINCIPLES FOR LIBRARY SERVICES

All library services are affected directly or indirectly by the following policy statements and guiding principles.

A. RIDER UNIVERSITY MISSION STATEMENT
B. RIDER UNIVERSITY LIBRARIES MISSION STATEMENT
C. INTELLECTUAL FREEDOM, PRIVACY AND ETHICS
D. COPYRIGHT LAW
E. SOFTWARE DUPLICATION POLICY
F. STANDARDS FOR COLLEGE LIBRARIES

These policies and principles consist of standards and practices developed by the Talbott Library as well as those established by the University, governmental agencies, library associations, and the library community at large.

A. RIDER UNIVERSITY MISSION STATEMENT

Rider University enables its students to acquire knowledge, think critically, communicate clearly, and lead effectively so they may enjoy fulfilling lives and successful careers. A challenging and caring institutional environment encourages and supports students as they recognize and develop their unique potentials. Through its curricula, support services, and activities, the University meets the distinctive needs of its undergraduate and graduate students.

The Rider University community fulfills this mission by:

- providing educational opportunities through rich and varied curricula that encourage students to learn deeply and broadly in response to their particular needs and interests;
- encouraging caring, compassion, and justice in a stimulating learning community that embraces and values the diversity of its members;
- motivating students of varying backgrounds, interests, and abilities to fulfill the special potential in each of them;
- guiding students in the practical application of knowledge in preparation for the workplace; introducing students, through a variety of educational experiences, to institutional resources and services that enable them to make early and effective use of the many learning opportunities available to them;
- offering each student curricular and extra-curricular opportunities to develop leadership and interpersonal skills;
- fostering an awareness and understanding of social issues and global concerns to encourage students to be responsible contributors to their communities;
- promoting inquisitiveness, openness to change, and a commitment to life-long learning;
- holding teaching excellence paramount while balancing the complementary commitments to scholarly activity and service;
- recruiting, retaining, and developing a superior faculty and staff dedicated to the intellectual and personal growth of students; and
- adhering to sound fiscal and managerial policies and practices as an essential precondition to the realization of each of the foregoing.

Adopted by the Rider Board of Trustees on December 2, 1993 and amended on April 7, 1994.

B. RIDER UNIVERSITY LIBRARIES MISSION STATEMENT

Rider University Libraries are at the center of intellectual life of the University, stimulating pursuit of free and critical inquiry through collaborative partnerships. A qualified faculty and staff support the
information needs of students, faculty, staff, alumni, and friends and visitors by offering access to scholarly collections and information sources. Fostering the development of information literacy and enhancing connections between teaching and learning for life-long success is emphasized. The libraries provide welcoming surroundings conducive to preservation and use of the diverse collections.

C. INTELLECTUAL FREEDOM, PRIVACY, AND ETHICS
Talbott Library, by policy, supports, abides by and stands behind those principles which are outlined in the following policies (attached in full) which guarantee a climate of intellectual freedom, the rights of patrons to personal decisions regarding what they read or access electronically, and the protection of confidentiality about those personal research decisions.

In support of confidentiality of patrons' personal reading decisions, Talbott Library does not retain the circulation or search records of its patrons once an item has either been returned to the library or paid for if lost. Further, Talbott Library supports HR. 1157, the Freedom to Read Protection Act of 2003, introduced on March 6, 2003 and referred to the Subcommittee on Crime, Terrorism, and Homeland Security on May 5, 2003, which would "amend the Foreign Intelligence Surveillance Act to exempt bookstores and libraries from orders requiring the production of any tangible things for certain foreign intelligence investigations, and for other purposes." Should an FBI agent or other law enforcement agent approach someone authorized to work in Talbott Library, the FBI agent or law enforcement agent will be directed to the Dean of Libraries. [LAPC Policy no. 03-03].

Since 1939, the American Library Association and other associations since have recognized the importance of codifying and making known to the public and the profession the principles that guide librarians in action.

Attached documents:


The Freedom to Read Statement (A Joint Statement by: American Library Association and Association of American Publishers; Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee. Subsequently endorsed by: American Association of University Professors; American Booksellers Foundation for Free Expression; American Society of Journalists and Authors; The American Society of Newspaper Editors; Anti-Defamation League of B'nai Brith; Association of American University Presses; Center for Democracy & Technology; The Children's Book Council; The Electronic Frontier Foundation; Feminists for Free Expression; Freedom to Read Foundation; International Reading Association; The Media Institute; National Coalition Against Censorship; National PTA; Parents, Families and Friends of Lesbians and Gays; People for the American Way; Student Press Law Center; The Thomas Jefferson Center for the Protection of Free Expression).


D. COPYRIGHT LAW
Title 17 of the U.S. Code, "Copyrights," is the copyright law adhered to by Talbott Library. Under certain conditions specified in the law, libraries or archives are authorized to "reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of [those] conditions ... apply." One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." (Title 17, Section 108).

If a patron makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that patron may be liable for copyright infringement. "In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work." (Title 17, Section 107).

Talbott Library retains the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law. Talbott Library displays the appropriate Copyright Law warnings on all reproduction equipment and on materials photocopied for interlibrary loan. Items accepted for Reserve must also comply with the Copyright Law.


E. SOFTWARE DUPLICATION POLICY Copyright Regulations, Software
All software packages include licensing agreements which specifically state the user's privileges and responsibilities and limit the number of copies which can be made. It is illegal to make copies which do not conform to those limitations.

Copyright laws clearly state that unauthorized duplication of a software product is a Federal offense. Software producers can file civil suits for damages as well as pressing criminal charges which can result in fines and imprisonment.

Many software packages are no longer copy protected, making it possible for the diskettes to be easily copied. However, even though a package is not copy protected, it is still covered under the copyright laws and unauthorized duplication is illegal.

Rider University does not condone the unauthorized duplication of software products. All software purchased with University funds is to be used within the limitations of copyright laws. No agent of the University may offer any support which would imply the University's approval of the violation of copyright laws nor will the University or its agents provide unauthorized copies of any software product. Any individual who acts in violation of University policy and of the copyright laws is personally responsible for his or her actions. In the event of prosecution of copyright laws, the University is not obligated to assist the individual in the defense of his or her case.

From the Rider University Academic Policy Manual 2002-2003:

F. STANDARDS FOR COLLEGE LIBRARIES (Prepared by the ACRL College Libraries Section Standards Committee, Approved January, 2000).

Talbott Library, by policy, subscribes to the Standards for College Libraries 2000 edition. In addition, Talbott Library also subscribes to the Standards for College Libraries 1995 (prior) edition, specifically the numerical standards therein (e.g., Formulas A, B, C, Standard 4 and Standard 8).
III. ACCESS SERVICES: CIRCULATION/INTERLIBRARY LOAN/PERIODICALS

A. INTRODUCTION

B. CIRCULATION OF LIBRARY MATERIALS
   1. Library Users and Borrowing Privileges
   2. Loan Periods
   3. Renewals
   4. Holds
   5. Recalls
   6. Return of Library Materials
   7. Fines for Overdue Materials
   8. Lost or Damaged Materials
   9. Overdue Notices
   10. Fine Notices for Overdue Materials
   11. Invoices for Overdue, Lost, or Damaged Materials
   12. Checking out materials during the summer

C. CLASSES OF LIBRARY MATERIALS
   1. General Circulating Collection
   2. Reserves
   3. E Reserves
   4. Reference Materials
   5. Periodicals
   6. Audiovisual Materials
   7. Microforms
   8. Performance Collection
   9. Special Collections Access including OHS

D. INTERLIBRARY AND INTRA-LIBRARY LOAN SERVICES
   1. Talbott Library as ILL Borrower
   2. Talbott Library as ILL Lender
   3. Rider University Libraries Intra-library Loan Service

E. PRINCETON UNIVERSITY LIBRARIES ACCESS CARD

F. LIBRARY FACILITIES AND EQUIPMENT
   1. Audiovisual Equipment
   2. Photocopiers, Copycard Dispenser, Fax, and Change Machine
   3. Microform Equipment
   4. Library Security System
   5. Office Supplies for Clients
   6. Library FAX Machine for Clients
   7. Printing by Guests of the Library
   8. Talbott Library Instruction Room

G. RESHELVING MATERIALS AND STACKS/COLLECTION MAINTENANCE
   1. Reshelving
   2. Current Periodicals
   3. Newspapers
   4. Stacks/Collection Maintenance

H. PHOTOCOPYING JOURNAL ARTICLES FOR FACULTY

A. INTRODUCTION

OBJECTIVES OF ACCESS SERVICES
1. To facilitate access to library collections and services through direct contact with users.
2. To obtain from other libraries, for primary users, resources not available at Talbott Library and to provide to other libraries resources from Talbott Library's collection.
B. CIRCULATION OF LIBRARY MATERIALS

1. Library Users and Borrowing Privileges
   a. Primary Users - Rider University Community
      • Currently enrolled students
      • Faculty, administration, and staff, including Westminster Conservatory faculty and staff

   All primary users must present a valid Rider University identification card to borrow materials. Borrowers are responsible for all materials circulated on their cards and for all charges made for late, damaged, or lost materials. Up to two renewals are possible if holds or recalls have not been placed by other users. Materials must be returned to the library after the second renewal. Borrowing privileges may be restricted if there are excessive fines due or if overdue materials have not been returned. LAPC POLICY #02-05, approved December 11, 2002

   b. Retirees (faculty, staff, and administrators) may access all electronic resources offered by Talbott Library. A maximum of 10 items may be borrowed at one time. Interlibrary loan services are available. Retirees are expected to abide by the same library rules and regulations that affect primary users of the Talbott Library. LAPC POLICY #02-03, approved June 11, 2002; rev. December 11, 2002.

   c. Secondary User Groups
      • WCC Conservatory students
      • The College of New Jersey: faculty and students
      • Princeton Theological Seminary: faculty and students

   Members of secondary user groups may register for borrowing privileges at Talbott Library by presenting a current Conservatory, College, or Seminary identification card and completing a borrower's application form. The card thus presented becomes their Talbott borrowing card after the applicant's name is entered into the Voyager system.

   Conservatory students (if under the age of 18) must have registration signed by a parent or a designated parent's name.

-- GUEST BORROWERS (TALBOTT LIBRARY FRIENDS)
Friends in the local area registered for limited borrowing privileges for 1 year. A donation of $25.00 per year (or more) is encouraged.

ALL SECONDARY USERS MUST PRESENT APPROPRIATE LIBRARY CARDS EACH TIME THEY WISH TO BORROW ITEMS AT TALBOTT LIBRARY.
Secondary users are expected to abide by the same library rules and regulations that affect primary users of the Talbott Library.
   • Secondary borrowers may check out no more than six items at one time.
   • Only one renewal is permitted.
   • All secondary users are subject to fines for overdue books.
   • NO RESERVE MATERIALS MAY BE CHECKED OUT.
   • There are no Interlibrary Loan privileges.
   • None of the following materials may be checked out:
     Music Education Resource Collection. (MERC): Piano pedagogy School music

2. Loan Periods
   a. Books and scores (Exceptions in nos. 2 and 3 below)
      • Rider University students and secondary users: 4 weeks
• Rider University faculty members (including WCC Conservatory faculty members) may borrow books and scores for the length of the semester in which items are borrowed, but they may be recalled after 4 weeks if needed.

b. Piano pedagogy materials
   • Rider University faculty and students only: 2 weeks

c. School music materials
   • Rider University faculty and students only: 2 weeks

d. Media materials
   • Rider University faculty and staff, WCC Conservatory faculty and staff: 2 weeks
   • Rider University students: 3 days, maximum of 5 titles

** Audiovisual materials that accompany scores or books would have the same circulation period as the score or book.

e. Reserves
   • PERMANENT RESERVES may not be checked out for overnight use.
   • Materials on reserve which are normally circulating may be checked out for overnight use one half-hour before closing time: the item is due back no later than one half hour after the library opens the following day and the fines accrue at the rate of $2.00 per hour for each item that is returned late.
   • SP materials and any items marked FOR LIBRARY USE ONLY may not leave library overnight.

3. Renewals
   a. Up to two renewals are possible for primary users (excepting faculty and staff, who may have one renewal), retirees, if holds or recalls have not been placed by other users. One renewal is possible for Secondary Users and for Other Users

   b. Renewals cannot be transacted by telephone; items must be brought to the Circulation Desk. (Faculty and staff may use their overdue notices to request renewals instead of bringing their materials to the Library.)

4. Holds
   a. Holds are requests placed by primary users and library staff members to have library materials retained at the Circulation Desk for their use as soon as the items are returned from circulation or are first available for circulation (new materials). These requests are entered into the Voyager system, which generates notices to requesters when these materials are available for use.

   b. Holds are retained on the Hold Shelf for a maximum of seven days.

   c. Holds may take as long as a semester loan period to be filled.

5. Recalls
   a. Recalls are requests placed by primary users for materials in circulation which are needed as soon as possible. Requesters complete Recall Forms at the Circulation Desk.

   b. Materials are not recalled during the first four-week circulation period unless they are needed for Reserve.

6. Return of Library Materials

14
When the Library is open, materials are to be returned at the Circulation Desk. The outside book drop is available for use during those hours when the Library is closed. (Locking and unlocking the book drop is part of the Circulation staff's routine when opening and closing the Library.)

7. Fines for Overdue Materials
   a. General circulating materials: 25 cents/day/item  
      $25.00 maximum
   b. Reserves: $ 2.00/hour/item  
      (In-Library use only)  
      $25.00 maximum
   c. One-day to one-week Reserve materials: $ 2.00/day/item  
      $25.00 maximum
   d. Recall items: $1.00 per day
   e. Periodicals and Reference materials  
      Circulated by special permission: $ 5.00 per day  
      $50.00 maximum
   f. Audiovisual materials  
      In-house use: $ 2.00/hour  
      $25.00 maximum
      Circulating media: $ 2.00/day  
      $25.00 maximum
   g. Laptop computer: $25.00/hour  
      $1,700.00 replacement cost

No overdue fines are charged to faculty, administration, and staff. However, borrowing privileges may be suspended in the case of longstanding items overdue or numerous lost items.

All other patrons are charged fines for overdue materials.

There is a THREE DAY GRACE PERIOD for overdue books. No fines are charged until the fourth day. On day four, the fine begins to accrue, starting at $1.00.

8. Lost or Damaged Materials
   a. For students and secondary borrowers, an item is declared lost one month after the first overdue notice. For faculty and staff, an item is declared lost three months after the due date.
   b. An item is determined to be damaged if it is returned in such a defaced state that library staff deems it unfit to be returned to the collection.
   c. When a book is lost or returned damaged there are many factors which should be considered. Replacements should be determined on the basis of whether or not the item is in print, and if a later edition may suffice or indeed be more desirable. If the same book (or similar edition) may be ordered, the patron is charged the fee for the replacement and the $35.00 processing fee. If the item is out of print, an effort should be made to determine what a replacement copy would cost. For a used copy of the lost item, the median price of those available should be charged, in addition to the processing fee and shipping charge. If the original was a hard cover and only a
paperback may be ordered, an additional fee beyond the cost of the paperback may be charged at
the discretion of the Acquisitions Librarian (it is suggested that this be $15.00). If a replacement
cost cannot be determined, a flat replacement cost of $75.00 is charged, along with the $35.00
processing fee.

d. Patrons may purchase replacements themselves and bring them to the librarian, for a saving of
some of the processing fee. Instead of the $35.00, we will only charge the maximum overdue fee.
However, it must be exactly the same book, otherwise binding fees or processing fees may be
charged. The Collection Development librarian or Support Staff Manager may advise patrons of
this and check the bibliographic information including the ISBN in Books in Print. Also, the
patron must pay shipping or mailing fees. If a patron pays the fee and clears his/her record, the
Collection Development librarian should be notified so that a replacement may be ordered. In
addition, the cataloging section must be notified of the status of the item so that the item record
may be deleted.

e. For video and other recordings, the media bibliographer will use appropriate sources to determine
replacement pricing. That cost plus the processing fee will be the cost assessed.

f. If the lost book is found after the fees have been paid, the replacement cost may be refunded, as
long as a replacement item has not yet been ordered. No refund is possible

9. Overdue Notices
   a. The first overdue notice is mailed approximately eight days after the due date. A three day grace
      period (no fines charged) is permitted for four week circulating books if items are returned within
      the three day period. Overdue notices are sent by campus mail when possible.

   b. The second overdue notice is sent approximately fourteen days after the due date.

   c. Overdue notices for Reserve materials are sent approximately two days after the materials are
due.

   d. Overdue notices for faculty or staff with semester long borrowing privileges are sent at the end of
each semester listing titles still circulated to them. Items will be declared lost if not returned or
renewed within three months.

10. Fine Notices for Overdue Materials
    Fine notices are sent out a minimum of twice per semester. Patrons may not take out any library materials
    if they owe $10.00 or more in fines or if they have outstanding materials. Students are blocked from
    registration until all fines are paid and items returned. Also grades are withheld from students with
    outstanding fines and/or materials.

11. Invoices for Overdue, Lost, or Damaged Materials
    a. Invoices for the costs of lost or damaged library materials are prepared and mailed when the item
       is declared lost. Invoices for unpaid overdue fines, which have accrued on returned items, are
       prepared and mailed each month.

    b. The roster for graduating students is reviewed by the Circulation staff in May prior to
       Commencement. Attempts are made to reach those students who have fines in excess of $10.

12. Checking out materials during the summer
    a. Rider University and WCC Conservatory students who are enrolled in summer courses have a
       one month due date.
b. Staff and guests have a one month due date.

c. Summer workshop participants have a one week loan term (due on Friday).

d. Participants who are continuing for another workshop may renew books.

e. On Monday of each week, check the workshop participant's files for books not returned. Before sending out letters, make sure these people have not stayed on campus for another workshop.

f. The Summer Session Office will provide workshop participants names and addresses.

g. Workshop participants pay no fines but must pay for replacements if they lose items.

C. CLASSES OF LIBRARY MATERIALS

1. General Circulating Collection
   a. Most of Talbot Library's materials are included in this category and can be circulated for the usual four-week time period for most primary and secondary users.

   b. Faculty and staff have semester-long loan periods.

2. Reserves
   a. Use of Reserve materials is intended chiefly for primary users. Use by secondary users is permitted when the demand for Reserve materials is low. Borrowing periods must conform to limits established for these materials.

   b. The form, "Reserve Request Form," provides full policy information about Reserves and is located at the end of this section.

3. Electronic Media Reserves Purpose:
   To support the curriculum across the Lawrenceville and Princeton campuses by expanding access to the Libraries' media collections through streaming media technology.

   Conditions:
The Libraries comply with the accepted application of Title 17, Chapter 1, Section 107, United States Code for copyright. The Libraries also act in accordance with the Music Library Association's Statement on the Digital Transmission of Electronic Reserves. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

   1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes

   2. The nature of the copyrighted work
      - Out of copyright materials
      - Copyrighted materials out of print for which the Libraries have worked to purchase a copy, none being available, and a copy made of a best available copy
      - Library owned copyrighted materials, licensed especially as needed
      - Personally produced materials containing no uncleared copyrighted materials, provided by the producer
      - Copyrighted materials, which show every evidence of being legally acquired (commercial packaging), loaned by faculty
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole

4. The effect of the use upon the potential market for or value of the copyrighted work.

The Libraries cannot accept:
- Copies of recordings not legally made or acquired
- Content marketed to students for student consumption, (e.g. media which accompanies textbooks), absent written permission from the publisher to the instructor.
- Any materials lacking appropriate permissions, or materials thought to exceed the reasonable guidelines of Fair Use under Title 17, *United States Code*.

The Libraries will:
- Provide digital access to media owned by the Libraries for university course reserves only. Digital copies will be made only of works that are being taught in a course or study. Digital copies may be made of whole movements or whole works.
- Will make a good faith effort to purchase a commercially available copy of anything that is provided by the instructor.
- Provide access to digital copies off-campus is limited to authorized Rider University students, faculty, and staff.

Procedural note:
The Libraries send requested items to the Office of Information Technology (OIT) for processing. A two week turn-around time is the norm for delivery to the faculty member's Blackboard site. Sufficient time must be allotted for items which faculty request the Libraries to purchase. When library media that has been streamed is returned to the Libraries, it will be available for circulation under the Libraries' access services policy.

4. Reference Materials
   a. Reference materials are intended for in-library use only.

   b. MUSICOLOGY Class: only musicology students may check out selected non-circulating items for musicology class at the librarian's discretion.

   c. Students who wish to borrow non-circulating materials for class presentations must present a written permission slip from the faculty member teaching the class for which the item is wanted. All reference materials approved for borrowing must be checked out at the circulation desk. Materials must be returned the same day. Borrowed material should be returned to the Circulation Desk to clear the written permission slip. If the materials are late, a fine will be charged. If the materials are not returned, the replacement cost will be imposed.

   d. Faculty may check out reference materials for a 2 day loan period at the discretion of the librarian.

5. Periodicals
   a. Periodicals are generally intended for in-library use only.

   b. A librarian may issue a permission slip to primary users to borrow single periodical issues or volumes under special circumstances:
      - Faculty or staff who wish to copy periodicals on departmental photocopiers consistent with copyright guidelines. (Policy Manual Section ILD)
      - Students who wish to borrow periodicals for class presentations. Materials must be returned the same day. If the materials are late, a fine will be charged. If the materials are
not returned, the replacement cost will be imposed.

6. **Audiovisual Materials** (all formats of sound and video recordings)
   a. Audiovisual materials are intended primarily for primary users.
   b. Audiovisual materials may be circulated to Rider University and Westminster Conservatory faculty and staff for 2 weeks. Audiovisual school music items may be circulated to all primary users as well.
   c. Audiovisual materials may be circulated to Rider University students for 3 days, maximum of 5 titles.
   d. Audiovisual materials that accompany scores or books would have the same circulation period as the score or book.
   e. Audiovisual materials may not circulate to secondary users.
   f. Audiovisual materials are not available for interlibrary loan.

7. **Microforms**
   a. Microforms include microfilm and microfiche formats for journals, newspapers, government documents, etc.
   b. Microforms are intended for in-library use. Equipment is available for reading and making paper copies of microforms.
   c. Talbott Library staff members may provide paper copies of microforms in the following instances:
      - Interlibrary loan requests Faculty Copying Requests (see Section H. Photocopying Journal Articles for Faculty).
   d. A librarian may give written permission for the circulation of microforms under special circumstances.

8. **Performance Collection**
   a. **Student Borrowing**
      Westminster students are entitled to borrowing privileges during semesters when they are registered for classes or lessons. Graduate students preparing for a conducting recital may borrow music during the summer preceding the recital, even if they are not registered for summer courses or lessons. Eligible borrowers may check out one copy of as many works as desired. (Exception: music for Chapel Choir and Symphonic Choir may not be borrowed but must be bought.)

      **Loan periods:** All music is due at the end of the semester in which it is checked out.

      **Borrowing multiple copies of a work (or works).**
      Students may borrow multiple copies of a work (or works) only for the following:
      - An assignment where copies must be brought for the entire class (music due after class)
      - An audition (music is due the following day)
      - For student teaching, if it is music the student is conducting. However, the student borrower is responsible for any lost items, and historically there has usually been loss in this situation.
      - For an off-campus choir, if the student borrower is enrolled in the Off-Campus Borrowing program.

   b. **Faculty Borrowing** (including Westminster Conservatory faculty)
      Faculty members may use the Performance Collection in the following ways:
      - Borrow one copy of as many titles as desired.
      - Have music put on reserve for classes (students sign out the music on their own cards).
      - Borrow multiple copies for class use for one class period.
      - Borrow multiple copies for short-term off-campus use (workshop, reading session, etc.).
      - Enroll in our Off-Campus Borrowing Program (if in a position of musical leadership for
an off-campus choir).

- **Loan periods:** All music is due at the end of the semester in which it is checked out. Faculty members who conduct Conservatory choirs may borrow quantities for these choirs, with the following restrictions:
  1. Music may not be reserved or checked out until one week after the first day of classes at the college.
  2. Music is due at the end of each Conservatory semester. If the Conservatory director is willing to pay for lost copies we will bill the Conservatory for any loss or damage; if not, then the faculty member is responsible to pay for any loss or damage.

c. **Advance Reservations**
Quantities of choral music required for classes or conducting recitals may be reserved in advance and held for a later checkout date within the same semester.

d. **Off-Campus Borrowing of Quantities**
Eligibility: Students (taking at least 6 credit hours), staff, and faculty of Westminster Choir College or the Lawrenceville campus of Rider University, and Westminster Conservatory faculty who:
- direct an off-campus, non-professional choir;
- or are employed in a position of musical leadership in a church and do not have an outstanding account from a previous year
Privileges: Eligible users may borrow quantities of music from the Performance Collection for use with the registered choir.
Fee: There is a fee for this service.
Loan Periods: Music borrowed during the first semester is due by registration day of the second semester (early January). Music borrowed second semester is due by the final due date of the second semester.

e. **Talbott Library Friends, Conservatory Students, Associates**
The following classes of people may borrow one copy of any of the titles that we hold in quantity in the Performance Collection. The borrower must present his or her guest borrower card each time music is requested.
- Guest borrowers registered at the circulation desk in the main library (holding valid guest borrower card)
- Conservatory students registered at the circulation desk in the main library (holding valid WCC conservatory ID with Talbott Library user barcode on it)
- Associates (faculty and students of The College of New Jersey and Princeton Theological Seminary) registered at the circulation desk in the main library (holding valid college or seminary ID with Talbott Library user barcode on it) Due Dates and Restrictions:
  - Loan period is for 4 weeks (as long as the borrower's card remains valid for the full loan period). *Exception:* Conservatory students who are using music for a Conservatory class may keep the item until the end of that course.
  - Music may not be taken out in quantity, and borrowers may not enroll in the Off-Campus Borrowing Program.
  - A maximum of 30 items may be checked out at any time.
  - Instrumental parts may not be checked out.
  - *Liber Usualis* (W301) may not be checked out.

f. **Affiliated Institutions**
In addition to lending quantities to WCC faculty and students who direct off-campus choirs, we also lend to the following organizations with which there is a significant institutional relationship:
In these relationships, the Performance Collection is just one part of the college's larger relationship and borrowing is minimal and does not conflict with primary user needs.

9. **Special Collections Access Including the Archives of the Organ Historical Society**

   a. **Talbott Library Special Collections** *(Access Policy approved 10-18-00 by the LAPC)*

   The primary form of access is on-site use during regular reference hours. The collections are kept in a closed stack area and are non-circulating. The Reference Librarians will assist the user with the collections that are cataloged in the Voyager system. The Librarian for Special Collections will assist with collections that are in process or have other restrictions.

   Access to the Special Collections is open to all. Guests are welcome. Visitors wishing to use materials from the Special Collections are urged to call or write in advance of the visit. Apply to the Librarian for Special Collections for information and assistance with collections that are "in process" or have other restrictions. There is a registration form to be completed by each first-time user. In lieu of academic affiliation, a driver's license or other identification will be accepted.

   Photocopies shall be made only with the permission of the designated librarian.

   Payment and, when necessary, copyright permission must be received before the copies are made. Permission to photocopy may be denied for these reasons:

   - Condition of the item
   - Copyright restrictions (see "Out-of-print copyrighted music policy")
   - Restricted material
   - Extent of request and/or availability of resources
   - Photocopies may be provided for distant researchers subject to approval by the Librarian for Special Collections (or the Archivist of the Organ Historical Society), any donor-imposed restrictions, and the copyright law.

   Classroom use of the collections is encouraged and class visits will be scheduled in advance with the Librarian for Special Collections. Under rare circumstances, it may be preferable to take the items to the classroom, returning them to Special Collections immediately after class. To do these advance arrangements must be made with the designated librarian.

   b. **Organ Historical Society Archives**

   The Archives is a closed stack, non-circulating collection, and materials must be used within the library. Access to catalogued books and pamphlets is available through the Reference Librarian on duty at Talbott's reference desk. Uncataloged or archival materials are available only by making an appointment with the Archivist.

   Materials may be photocopied with the permission of the Archivist, although the Society reserves the right to deny photocopy permission for selected items in the collection. Photographic reproduction may be arranged through the Archivist. A fee is charged for reproduction services. Permission of the Society must be obtained to use the materials for publication. [Reprint from the American Organ Archives of the Organ Historical Society Access Policy]

**D. INTERLIBRARY AND INTRALIBRARY LOAN SERVICES**

1. **Talbott Library as ILL Borrower** *(on behalf of primary users)*

   a. Primary users can initiate an interlibrary loan (ILL) request by using a printed form available at the Reference Desk or by accessing the Electronic Forms section of the Libraries Web page.
Librarians will verify the bibliographic citation and the completion of the forms and forward the forms to the Interlibrary Loan Staff member.

b. Requestors will be notified by telephone, campus mail, or e-mail when all ILL books and any articles with charges arrive. Items are held for pickup at the ILL Shelf at the Circulation Desk. Any charges must be paid at this time.

c. Problems concerning overdue, lost, or damaged ILL materials are referred to the ILL staff.

d. When ILL materials are returned to the Library, they are routed to the ILL staff for return to the lending libraries.

e. If requesters abuse ILL privileges by repeatedly failing to return materials on time or refusing to pay required fees, future ILL services may be refused.

f. Requestors will indicate in advance the maximum fee they are willing to pay. The fee must be collected before the material is released to the borrower.

2. Talbott Library as ILL Lender (on behalf of requesting Libraries)
   a. Talbott Library attempts to be a fair user of interlibrary loan. Insofar as possible Talbott Library will lend its materials as equably as possible. (in amounts equal to, or in excess of, materials borrowed. This precludes filling requests from libraries which serve as sub-contractors for for-profit educational institutions) [LAPC Minutes, 10-24-01]

   b. Materials not available for ILL:
      - Book requests for current and previous year imprints are assessed by a librarian before being filled. If the item is not loaned, photocopies of these materials may be produced for interlibrary loan as appropriate.
      - Audiovisual materials, microforms, pamphlets, periodicals, reserve materials, and reference or Special Collections materials are not lent. Copies of these materials may be produced for interlibrary loan as appropriate.
      - Items in circulation will not be recalled for ILL.
      - Requests for journal articles from license-restricted databases are not filled.

   c. Items are checked out to borrowing libraries via the Voyager circulation system.

   d. Renewals of ILL items are permitted upon request if no recalls or holds have been placed on them.

   e. Overdue ILL titles are referred to the ILL staff for follow-up action.

   f. The Library does not charge other libraries for reasonable ILL service costs. Charges are assessed for photocopies over 20 pages ($5.00 charge plus 10 cents per exposure over 20 exposures).

   g. The Library will not normally use the FAX machine for document delivery (see LAPC POLICY #99-04 in Section E).

3. Rider University Libraries Intra-library Loan Service
   The Libraries will provide intra-library loan document delivery service between Talbott and Moore Libraries for primary users. This service is limited to primary users. Students will be charged for photocopies, with the receiving library collecting the money. LAPC POLICY #99-01, approved November 12, 1998.
E. PRINCETON UNIVERSITY LIBRARIES ACCESS CARD

One access card to the Princeton University Libraries is available for Westminster Choir College Students with appropriate research needs. The access card will only permit the bearer to enter the library and work with the collection. It does not permit the bearer to borrow materials from the libraries. The access card will be distributed at the Circulation Desk. In order to obtain a card, the following guidelines must be observed:

1. The borrower must sign a form, accepting responsibility for the card and agreeing to the day and hour the card is due back. The borrower leaves a deposit ($20.00 as of October 2004) which is returned only to that person when the card is returned on time.

2. The borrower is fully responsible for the access card. If the card is lost, the borrower must pay the full cost of replacing the card; this cost is noted in the loan agreement. ($420.00 as of October 2004).

3. If a card has not been returned by the specified due time, the deposit is forfeited and appropriate steps are taken to secure the card. Overdue fines are charged (maximum $100.00 as of October 2004).

4. The card will be distributed on a "first come, first serve" basis. No priority will be given because of rank or position.

5. A person who anticipates making extensive use of the Princeton University Libraries may be requested to make his/her own arrangements with Princeton University.

These guidelines are subject to periodic review.

F. LIBRARY FACILITIES AND EQUIPMENT

Audiovisual Equipment

Office of Information Technology (OIT)-Media Services is responsible for providing and maintaining both audio and audiovisual equipment for use in Talbott Library. This equipment includes:

1. **Both stationary and portable CD players and tape players**
   - DVD players
   - Video players
   - headphones
   - record players

   OIT-Media Services also provides a battery charger and rechargeable batteries. All problems with equipment or batteries should be reported to OIT-Media Services.

2. **Photocopiers, Copycard Dispenser, Fax, and Change Machine**
   a. The library staff is responsible for daily, routine maintenance of photocopiers: adding paper and toner, assisting users as needed, maintaining written instructions on machines, and performing minor troubleshooting services on this equipment.

   b. The library staff coordinates service call requests for photocopiers and oversees the ordering of supplies for these machines.

   c. These same responsibilities apply to the copycard dispenser and change machine.

   d. When there are people waiting for a service, use of the equipment is limited to 30 minutes as posted by a sign.

3. **Microform Equipment**
   a. The library staff is responsible for daily, routine maintenance of microform equipment: adding
paper and toner, assisting and instructing users as needed, maintaining written directions on machines, and performing minor troubleshooting services. Instruction and troubleshooting may also be provided by the circulation staff.

b. Service call requests are referred to the library staff. Ordering of supplies is also handled by the library secretary.

c. When there are people waiting for a service, use of the equipment is limited to 30 minutes as posted by a sign.

4. Library Security System
   a. Problems with the 3M Security System are reported to the department chair.

   b. If the security alarm sounds, circulation staff will politely ask the library user to step over to the circulation desk. Staff will politely and carefully search brief cases or book bags for items (e.g., library books, other library's books, bookstore purchases, etc.) that may have triggered the alarm.

   c. If the library user is found to have Talbott materials that have not been checked out, staff will fill out an Incident Report and give it to the Library Administration.

5. Office Supplies for Users
   a. The library staff maintains basic office supplies and equipment for users such as a paper cutter, stapler, hole punch, paper clips, and tape. This may be provided by the staff member.

6. Library FAX Machine for Users
   When the information required to answer a reference question is more than can be conveyed by phone easily but is not lengthy or protected by copyright, facsimile transmission (FAX) may be the most efficient method of providing that information. Examples include the detailed etymology provided in a comprehensive dictionary or the instrumentation indicated on the initial page of a conductor's score. This service is offered for direct answers, not as an aspect of research or as a substitute for inter- or intra-library loan. As one of many tools available in reference work, the fax machines will be employed at the discretion of the librarian on duty.

   Within Rider University Libraries, librarians are encouraged to call the librarian on reference at the other library when appropriate to see if the answer is available there. The intention to fax an item implies that it will be done promptly but not necessarily immediately, depending upon the activity level at the Reference Desk and other technical factors. LAPC POLICY #99-04, approved August 31, 1999.

7. Printing by Guests of the Library
   "Guests" are generally defined as anyone other than Rider University students, faculty or staff, Conservatory faculty and staff, WCC summer workshop participants, or retirees. Guests are requested to limit their use of printing, but it is preferred to save their documents to personal storage devices or send via e-mail. At the discretion of the reference librarian or circulation staff or supervisor on duty, guest printing usernames may be used for small amounts of printing, but passwords will be entered by staff or librarians. All guests printing will be ten cents per page, payable at the circulation desk.

8. Talbott Library Instruction Room
   The Talbott Library Instruction Room may be used on a limited basis for group viewing, tutoring, a single class session, or group study. The Room may be booked by faculty or students if there is no conflict with a library instruction session. Reservations may be made no more than one week in advance and for no more than two hours.
   - Group study users requiring audio / visual equipment will receive priority.
   - Reservations are accepted in the order received.
   - Food and drink are not allowed in the Library Instruction Room.
To reserve the room please contact Circulation Staff.

G. RESHELVING MATERIALS AND STACKS/COLLECTION MAINTENANCE

1. Reshelving
   a. As materials are returned from circulation, they are checked in and reshelved or distributed to Reshelving Areas as quickly as possible. Staff and students reshelv Reference materials as staffing permits. Librarians working at the Reference Desk are encouraged to reshelv Reference materials when feasible.

2. Current Periodicals
   Current periodicals are shelved in the Current Periodicals display area within 24 hours after being checked-in or routed.

3. Newspapers
   a. Local newspapers are made available by the library staff within one hour of opening Monday-Friday.

   b. Newspapers received by mail are available for public use by mid-afternoon Monday through Friday.

   c. Weekend newspapers - Weekend Circulation Staff retrieves newspapers from the book drop or front of library and stamps "TALBOTT LIBRARY" on them.

4. Stacks/Collection Maintenance
   Staff are responsible for maintaining the order of all library collections regardless of format. The Circulation Coordinator directs an ongoing program of shelf reading and shifting within collections.

H. PHOTOCOPYING JOURNAL ARTICLES FOR FACULTY

1. Upon the request of a faculty member, the library will provide single copies from print or microform periodicals. The faculty member may make his/her own copy; the library staff will assist in keeping a record of this copying.

2. Departments will be billed for all copying. The library staff will keep a record of copying, which will be given to the Circulation staff at the end of each month for billing back to the departments.

3. Faculty members requesting photocopying services will fill out the appropriate form for each request. Completed request forms will be given to the librarian at the Reference Desk. Requests should be submitted as complete bibliographic citations. Librarians note on the request the date and time the request was received. The librarians are responsible for verifying the completeness of the citations. Librarians will initial verified requests. Requests with incomplete or inaccurate information will be returned to the requester unfilled.

4. Librarians will place all verified requests in a designated location in the periodicals office. Periodicals staff or students will retrieve materials to be copied. The photocopies will be ready two (2) full working days (excluding Saturday and Sunday) after the date of the request. If desired, the requester may have the library or Collegiate Press send copies via campus mail. (See Faculty Photocopy Request Form). A copy of the request form will be retained by the periodicals staff.

5. Costs of photocopying performed by Collegiate Press will be billed directly to the department by the Press. Microfilm or Laser Disk journal copies made by the library will be billed monthly to the department directly by the library; a statement of each microfilm transaction's cost will be included with the copies.
6. To assure effective and timely fulfillment of each request, faculty are requested to limit requests to two per day.

7. The library adheres to guidelines regarding photocopying established by copyright law (Title 17) and their campus-wide implementation as described in the Rider University *Academic Policy Manual* (current edition).
IV. REFERENCE SERVICES

A. INTRODUCTION

B. GENERAL INFORMATION

1. Ethics
2. Levels of Service
3. Levels of Staffing
4. Scheduling
5. Service Hours and Staffing
6. Recording of Statistics
7. Reference Desk Telephone
8. Paging
9. Photocopying—Reference Questions
10. Housekeeping and Machine Maintenance
11. Granting Permission to Circulate Special Materials
12. Weekend Newspapers

C. REFERENCE SERVICES AVAILABLE AT REFERENCE DESK

1. Ready Reference
2. Instruction in Use of the Library
3. Service for Remote Users
4. Research Requests and Appointments
5. Online Database Search Requests
6. Interlibrary Loan Requests
7. Class Assignments, Take-Home Exams
8. Quizzes, Contests, Puzzles, etc.
9. Legal and Medical Questions
10. Services to Physically Challenged Students
11. Collaborative Services

D. REFERENCE REFERRALS TO OTHER LIBRARIES

1. Princeton University Access Cards
2. Reference Referral to CJRLC and Regional Libraries

A. INTRODUCTION

OBJECTIVE: To provide reference services to library users (in-library, by telephone, or by electronic means), giving first priority to primary users.

B. GENERAL INFORMATION

1. Ethics

The needs of Library users are taken seriously and treated with respect. There should be no discussion outside of the professional context about an individual or a group of users or about a transaction between user and librarian. The "Code of Ethics of the American Library Association," adopted by the ALA Council on June 28, 1995, is a standard to be followed. (See SECTION 2, POLICY STATEMENTS AND PRINCIPLES FOR LIBRARY SERVICES for ALA Code.)

2. Levels of Service

The first priority in providing the full range of reference services is to meet the demands of primary users. Secondary users receive reference service, as time and available staffing permit. Interlibrary loan service and library instruction are not generally provided to secondary users except for rare instances approved by the Talbott Library Administration.

3. Levels of Staffing

Staffing patterns are set to reflect the needs of the users as determined by reference statistics, with
priorities given to primary users.

4. Scheduling
Librarians provide access to Talbott Library's resources for library users by staffing the Reference Desk during regular scheduled service hours. The Head of Public Services schedules Librarians for desk duty according to workload decisions made by the Department Chair. The first responsibility of the librarian on desk duty is to provide direct reference services to library users. Support staff are present to provide Circulation/Periodicals services. Librarians have final responsibility for the Library during evenings and weekends. They can expect to be consulted by support staff and to participate in taking appropriate action in unusual occurrences. A librarian who wishes to change scheduled desk duty should arrange to switch with another person and submit the change in writing to the Head of Public Services. All approved changes from regularly established working hours are recorded on Talbott's Reference Desk schedule on the electronic calendar.

5. Service Hours and Staffing
A librarian is scheduled to provide reference service at the Reference Desk each day during an academic term; in no case is the library open without a librarian on duty for more than 3 hours on a given day. If it is necessary to leave the Reference Desk and another librarian is not available, a sign stating that reference service is temporarily unavailable is placed in a visible position on the desk and telephone calls are transferred to the Circulation Desk (x8237). Circulation staff are informed that reference service is temporarily suspended. The librarian scheduled for that time period will follow up on any missed questions. In periods when library staffing levels are reduced, it may be necessary to adjust library hours and services accordingly.

6. Recording of Statistics
Accurate statistics are kept, using a variety of forms, on transactions conducted at the Reference Desk in order to assess the quality and quantity of reference service.

7. Reference Desk Telephone
The telephone at the Reference Desk is for official library use. Pay telephones and a campus telephone are available in the outer lobby. Librarians are not encouraged to receive personal calls while on duty at the Reference Desk. Such calls may be answered in their offices.

8. Paging
There is no paging system in the Library. Emergencies should be referred to the Security Office.

9. Photocopying—Reference Questions
Photocopies of answers to reference questions will be provided if (1) the requester is a University administrator and (2) the question is official University business. Requests for photocopying microform material for faculty and administration are referred to ILL staff.

10. Housekeeping and Machine Maintenance
The librarian on duty is responsible for the reference area. Personal material should not be left at the Reference Desk. Support staff are responsible for photocopy and microfilm machines, as well as the printer in the Reading Room. If machine failure occurs, the staff member or librarian on duty should label the machine "out of order" and identify the problem if at all possible. They should call the appropriate agency for repairs and notify the Library Clerk 3 and the Circulation Coordinator. Staff are encouraged to handle minor problems such as troubleshooting problems with workstations, fixing minor mis-feeds of photocopy machines and the printers, and putting paper in photocopiers, microform reader-printers, and printers. Librarians are encouraged to assist as needed. (See SECTION 3. ACCESS SERVICES, part E.)
11. Granting Permission to Circulate Special Materials
Students who need to borrow Reference materials, periodicals, recordings or other non-circulating items for a presentation in class are responsible for having the classroom or studio faculty member sign the library's permission form. The date and time of the class is noted and the materials are to be returned immediately following the class. Since these materials are intended for in-library use, discretion should be used in permitting these materials to circulate. If a very fragile or otherwise vulnerable item from the Special Collections is requested, it may be preferable for the class to come to the library. The Librarian for Special Collections will decide if the situation is unclear; if that librarian is absent, the Reference Librarian on duty will decide. (See part C. CLASSES OF LIBRARY MATERIALS in SECTION 3. ACCESS SERVICES of this policy manual for further information on circulation of special materials.) If a faculty member wishes to borrow a Reference or Special Collections item, the Reference Librarian on duty or the Librarian for Special Collections will decide, as appropriate, and determine a suitable loan period.

12. Weekend Newspapers
Weekend Circulation Staff retrieves newspapers from the book drop or front of library and stamps "TALBOTT LIBRARY" on them. Magazine inserts, comics, and classified sections remain in the paper. The staff member will discard these at the proper time. The staff member places the newspapers on the shelves for public use. The New York Times is kept behind the Circulation Desk; the NYT Magazine and Book Review sections are placed in binders for display in the Reading Room.
A staff member will remove the previous weekend newspapers each Friday by 4 p.m.

C. REFERENCE SERVICES AVAILABLE AT THE REFERENCE DESK
1. Ready Reference
Ready reference is defined as those inquiries requiring less than five minutes of staff time and may be provided to users in person, by telephone, or by electronic means. Priority is given to users at the Reference Desk.

2. Instruction in Use of the Library
Informal individual instruction is provided when considered appropriate by the librarian. Informal instruction includes explaining the organization and use of the library online catalog, indexes, abstracts, documents, databases, or other reference tools. Formal, more comprehensive, instruction is available by appointment for individuals and groups through the Library Instruction Coordinator.

3. Service for Remote Users
Librarians check the library catalog to ascertain library holdings of books and periodicals and may go to the book stacks to retrieve the material requested. Judgment is exercised as to what constitutes a reasonable telephone request. Three or more title searches may be excessive. Brief, ready reference questions will be answered at the librarian's discretion. Subject searches are discouraged; remote users are referred to the University Libraries' Web page and encouraged to come to the Library for further assistance.
E-mail Reference Service is available only to Rider Students, Faculty and Staff. The Reference Librarian on duty will provide brief factual information to simple questions, such as a composer's dates, definitions, bibliographic verification of publications, etc.

4. Research Requests and Appointments
If primary users need extensive assistance that cannot be provided adequately at the time of the request, Librarians should schedule appointments for users. Similarly, research requests made remotely may be deferred to a better time and remote users are encouraged to come to the Library for assistance.
Secondary users may be served only as time, staffing, and volume of primary users permit.

5. Online Database Search Requests
Librarians provide instruction and demonstration in the use of the databases to individuals and to groups. They provide formal instruction as a part of the Library Instruction Program or individual point-of-use instruction from the Reference Desk. Questions requiring expert advice are referred to the Electronic Resources Librarian. (See SECTION VI. INFORMATION DATABASE SEARCHING of this policy manual for more detailed information on database searching.)

6. Interlibrary Loan Requests
Primary users can initiate an interlibrary loan (ILL) request by using a printed form available at the Reference Desk or by accessing the Electronic Forms section of the Libraries Web page. Librarians will verify the bibliographic citation and the completion of the forms and forward the forms to Interlibrary Loan personnel. (See SECTION 3. ACCESS SERVICES, Part D. INTERLIBRARY AND INTRALIBRARY LOAN SERVICES for additional information regarding Interlibrary Loans.)

7. Class Assignments, Take-Home Exams
Librarians assist primary users in locating sources for class assignments and take-home exams. When class assignments create a problem, i.e., a missing reference book, missing pages, the Head of Public Services contacts the instructor to resolve the problem.

8. Quizzes, Contests, Puzzles, etc.
Librarians may suggest appropriate sources, but do not locate answers.

9. Legal and Medical Questions
Librarians may suggest appropriate sources but do not answer medical or legal questions that require value judgment or interpretation. Librarians show users the text of a requested law or provide general information dealing with a subject. Librarians do not provide answers to medical or legal questions by telephone.

10. Services to Physically Challenged Students
The Head of Public Services and the Talbott Department Chair share liaison duties with the Dean of Students' office to oversee library services for physically challenged students. Circulation staff or the Reference Librarian on duty will retrieve library materials from the Performance Collection. Librarians assist physically challenged students in gathering research materials, preferably by appointment. Circulation staff facilitate photo-duplication for physically challenged students that are referred to them by the Dean of Students' office. All staff will assist physically challenged students in the retrieval of materials from the shelves when necessary.

11. Collaborative Services
When subject-specific assistance or instruction is required on either campus, Moore and Talbott librarians will collaborate to provide the service.

D. REFERENCE REFERRALS TO OTHER LIBRARIES
When Librarians have exhausted Rider University Libraries' resources in trying to answer reference questions, they may contact other appropriate specialized collections as needed. Librarians may refer users to other area libraries.

1. Princeton University Access Cards
Guidelines for Access to Princeton's Firestone Library
One access card to the Firestone Library at Princeton University is available for Westminster Choir College Students with appropriate research needs. The access card will only permit the bearer to enter the library and work with the collection. It does not permit the bearer to borrow materials from Firestone.
The access cards will be distributed at the Circulation Desk. In order to obtain a card, the following guidelines must be observed:

a. The borrower must sign a form, accepting responsibility for the card and agreeing to the day and hour the card is due back. The borrower leaves a deposit which is returned only to that person when the card is returned on time.

b. The borrower is fully responsible for the access card. If the card is lost, the borrower must pay the full cost of replacing the card; this cost is noted in the loan agreement.

c. If a card has not been returned by the specified due time, the deposit is forfeited and appropriate steps are taken to secure the card.

d. The card will be distributed on a "first come, first serve" basis. No priority will be given because of rank or position.

e. A person who anticipates making extensive use of the Firestone Library may be requested to make his/her own arrangements with Princeton University.

These guidelines are subject to periodic review.

2. Reference Referral to CJRLC and Regional Libraries

When a reference question cannot be answered or when information is not available in the Rider University Libraries, then Librarians may contact any of the Central Jersey Regional Library Cooperative (CJRLC), or Tri-state College Library Cooperative (TCLC) libraries with which we have reciprocal referral agreements, in addition to the Statewide Reference Services Center, in order to answer a question. If it is determined that sending a Rider user directly to another library is the best way to fill the information need, that library should be informed.
V. LIBRARY INSTRUCTION

A. INTRODUCTION

OBJECTIVE
To support the teaching-learning process by providing a program of instruction in the use of library resources and services.

PHILOSOPHY
The Library Instruction Program at Westminster Choir College's Talbott Library is designed to enable students to become independent information users. The program emphasizes research processes as well as specific tools. Library instruction takes place in collaboration with classroom faculty and provides learning experiences that are course-integrated and assignment-specific. Whether working with single students or whole classes, librarians seek to respond to the individual learning styles of our increasingly diverse academic community. Library instruction is an essential element of the educational process at Westminster Choir College of Rider University.

B. GENERAL INFORMATION

1. Faculty members requesting library instruction for their classes are requested to attend library instruction sessions. The participation and presence of faculty members reinforces the importance of the material presented by librarians to students.

2. Faculty should schedule library instruction at least a week in advance with the Library Instruction Coordinator.

3. The Library Instruction Coordinator confers with faculty members or students requesting library instruction sessions. If the Coordinator is not available, another librarian can complete the Library Instruction Program (LIP) Request forms and route them to the Library Instruction Coordinator.

4. In filling out the Request forms, complete course title and number are supplied, date and time of the session, estimates of the number of students attending, and length of time to be scheduled.

5. Once request forms have been completed, the Coordinator assigns the library instruction session to a librarian, who is then responsible for any follow-up or preparation required for the session. The librarian is also responsible for confirming dates and times of classes with professors. If bibliographic handouts are needed, they are prepared by the librarian conducting the session in consultation with the Library Instruction Coordinator. Any exercises that require review, comments, or recordkeeping are also the responsibility of the presenting librarian(s) assigned to that particular session.

6. If Librarians assigned a library instruction session cannot conduct the sessions, they return the Request & Report forms to the Coordinator for reassignment.

7. Following sessions, Request & Report forms are completed (giving exact number of students attending, length of presentation, comments, etc.) and given to the Coordinator.

C. LEVELS OF INSTRUCTION
1. **Library Tours**
Incoming first year and transfer students are invited for guided tours of the library facilities on scheduled Orientation days in order to introduce them to the physical layout of the building and the range of library services.

2. **Special Groups**
The library provides orientation and training to the following special groups:
   - Admissions tour guides
   - Orientation for new students and transfer students
   - University faculty, staff and administrators

3. **Individual Instruction**
Upon the request of a faculty member or student, an instruction session can be arranged to address either general or specific information needs.

4. **Subject/Course Related Instruction**
In consultation with classroom faculty, librarians design course-integrated presentations to assist students in completing specific assignments or gaining particular research skills. The goals of such sessions are to familiarize students with the library resources in a specific subject area and to introduce them to the research skills appropriate for their assignment(s). Such sessions are most effective just after students have chosen their paper topics, and efforts should be made to schedule them at those times.

**D. INFORMATION LITERACY STANDARDS**

*For the following levels of instruction, where appropriate, the Information Literacy Competency Standards for Higher Education adopted by the Association of College and Research Libraries (ACRL), January 18, 2000, will be applied to the instruction session. At the minimum, the following standards, adapted for Talbott Library from the ACRL standards, will be applied to each instruction session.*

**Standard One:** The information literate student determines the nature and extent of the information needed.

**OBJECTIVE A:** Students will identify a variety of types and formats of potential sources of information.

**Standard Two:** The information-literate student accesses needed information effectively and efficiently.

**OBJECTIVE A:** Students will recognize controlled vocabularies.

**OBJECTIVE B:** Students will illustrate search strategies that incorporate appropriate keywords and synonyms, controlled vocabularies (when appropriate), Boolean operators, nesting of terms, and truncation, refining the search strategy when necessary.

**OBJECTIVE C:** Students will determine the most appropriate resources for accessing needed information.

**Standard Three:** The information-literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.

**OBJECTIVE A:** Students will judge the value of a resource by noting its reliability, validity, accuracy, authority, timeliness, point of view, or bias.

**Standard Four:** The information-literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.

**OBJECTIVE A:** Students will assemble the information gathered and create a product.

**Standard Five:** The information-literate student understands many of the economic, legal, and social issues surrounding the use of information and access and uses information ethically and legally.

**OBJECTIVE A:** Students will appropriately cite their sources.

"The college student should be able to: Gather, select, and organize quantitative and qualitative information from a variety of sources with emphasis on those found in a library."
VI. INFORMATION DATABASE SEARCHING

Purpose: To provide primary users access to electronic resources. Unless otherwise indicated, the term "users" refers to primary users. (Primary users, as defined in the access section of the policy manual are currently enrolled students, faculty, administration, and staff of the Princeton and Lawrenceville communities).

A. ELECTRONIC INFORMATION RESOURCES POLICY
At Westminster Choir College of Rider University, the Katherine Houk Talbott Library and its faculty are the principal agents responsible for the provision and interpretation of electronic information resources, as well as instruction in their use.
Librarians provide instruction and demonstration in the use of the databases to individuals and to groups. They provide formal instruction as a part of the Library Instruction Program. Individual point-of-use instruction is available on request. Mediated searching—defined as a search requiring the mediation of a librarian within an online database to which the library subscribes and for which charges are incurred—is offered by negotiated agreement, with the Electronic Resources Librarian (who will consult with the libraries' administration when necessary), considering the current fee structure.
The library, within budgetary limits, acquires licenses, access, subscriptions, purchases, or gifts of electronic resources which support the curricular, information, and research needs of the University. The library's Collection Development Policy (10/06) serves as a general selection guide for these resources.
The library's electronic resources are intended primarily for the equitable use of individuals directly affiliated with the University—i.e., current students, staff, and faculty. Individuals not directly affiliated with the University form a secondary user group.
The library provides access to most electronic information resources at no cost to users; charges may be imposed for secondary and primary users when service and budgetary limits have been reached.
The library, within budgetary limits and when technically feasible, makes electronic information resources available to multiple simultaneous users through local area networks and online systems. Off-site access is provided in collaboration with appropriate campus and off-campus agencies.
VII. COLLECTION DEVELOPMENT

A. INTRODUCTION
   1. Goals
   2. Westminster Choir College Mission Statement
   3. Talbott Library Collection Development Mission Statement
   4. Criteria for Selection
   5. Criteria for Weeding
   6. Reserves
   7. Preservation
   8. Serials
   9. Reference Works
   10. Specific Types of Materials Collected

B. COLLECTING LEVELS
   1. Minimal Level
   2. Basic Level
   3. Study Level
   4. Research Level
   5. Comprehensive Level

C. INTELLECA FREEDOM

D. LIBRARY OF CONGRESS MISCELLANEOUS NON-MUSIC SCHEDULES
   A—GENERAL WORKS B—BJ—PHILOSOPHY and PSYCHOLOGY C—AUXILIARY
   SCIENCES OF HISTORY D—WORLD HISTORY E—F—AMERICAN HISTORY
   G—GEOGRAPHY, MAPS, ANTHROPOLOGY, RECREATION
   H—SOCIAL SCIENCES
   J—POLITICAL SCIENCE
   K—LAW
   N—FINE ARTS
   Q—SCIENCE
   R—MEDICINE
   T—TECHNOLOGY
   BL—BQ—RELIGION and BR—BX—CHRISTIANITY, BIBLE L SCHEDULE—
   EDUCATION
   PA—PE—CLASSICAL LANGUAGES AND LITERATURE, MODERN
   EUROPEAN LANGUAGES PN—LITERATURE (GENERAL)
   PR, PS, PZ—ENGLISH AND AMERICAN LITERATURE, JUVENILE
   BELLES LETTRES PT—GERMAN, DUTCH, AND SCANDINAVIAN
   LITERATURES PQ—FRENCH, ITALIAN, SPANISH, AND PORTUGUESE
   LITERATURES Z—LIBRARY SCIENCE and BIBLIOGRAPHY

E. LIBRARY OF CONGRESS MUSIC CLASSIFICATIONS
   M1—M2199 SCORES
   ML1—ML3930 MUSIC LITERATURE
   MT1—MT 960 MUSIC THEORY and INSTRUCTION

F. OTHER CLASSIFICATION AND ORGANIZATIONAL SCHEMES
   MUSIC EDUCATION RESOURCE COLLECTION (MERC) JOURNALS,
   MAGAZINES, NEWSLETTERS, NEWSPAPERS SOUND RECORDINGS VISUAL
   RECORDINGS PERFORMANCE COLLECTION

G. MISCELLANEOUS SPECIAL COLLECTIONS
   1. Closed Collections
   2. Open Collections
      Rare books and music (Locked Case) Choral Octavo Reference Collection
      Richard Colwell Musical Assessment Collection
      Organ Historical Society's American Organ Archives Routley Collection of
A. INTRODUCTION
1. GOALS
The Collection Development Policy defines the present scope of the collections and provides a consistent guide for future growth and development. The policy is evaluated as needed to reflect the evolution and changes in the curriculum and in the University. Collection development at Talbott Library supports the mission of the College as stated below. The core collection should remain focused, yet support independent intellectual curiosity. The process will be flexible, subject to periodic review, and dedicated to basic principles of sound professional library practices in providing effective services.

2. WESTMINSTER CHOIR COLLEGE MISSION STATEMENT
Westminster Choir College of Rider University is a professional college of music with a unique choral emphasis that educates men and women at the undergraduate and graduate levels for careers in sacred [i.e., church] music, teaching and performance. Professional training in musical skills with an emphasis on performance is complemented by studies in the liberal arts in an atmosphere which encourages individuals in their personal and musical growth and nurtures leadership qualities. Originally a pioneer in establishing high standards in sacred music and choral performance, Westminster maintains the same commitment in its expanded program. Founded for Christian service, the college welcomes pluralism in religious experience and holds service to all to be ennobling, liberating, and worthy of cultivation. (2005/2006 Academic Catalog, p. 3.)

3. TALBOTT LIBRARY COLLECTION DEVELOPMENT MISSION STATEMENT
As an integral part of the academic function of Westminster Choir College of Rider University, Talbott Library's mission is to support the current and anticipated instructional and research programs of the College. Fulfilling the mission includes providing collections, services, facilities, and personnel to satisfy the information needs of the students, faculty, and staff including the following:
- Selection, acquisition, and maintenance of library materials in all formats for supporting the instructional, performance, and research needs in music.
- Participation in resource sharing programs on the local, state, and national levels in order to allow access to information resources not held in the collections of the University.
- Assistance to and instruction of library users in identifying, locating, and interpreting needed information.
- Establishment of policies and procedures which ensure the preservation and security of the library's collections.
- Provision of space, equipment, and technology, which allow operational efficiency, and meet the changing needs of users and staff.
- Attraction, development, and retention of sufficient numbers of qualified staff capable of meeting the needs of the library and its users.

4. CRITERIA FOR SELECTION
Balanced selection of titles from the range of subject areas within the field of music will depend on careful evaluation and identification of titles listed in selected publisher catalogs and reviewed in appropriate journals. Recommendations for other titles may come from faculty and students and will be ordered if they meet selection criteria and budgetary constraints.
- Materials are purchased in the most appropriate format for their expected use.
- For monographs, the library purchases only one copy of a title, unless additional copies are justified by projected or proven heavy and continued use.
- For scores, multiple copies of the most important and most heavily used works are
purchased at the discretion of the bibliographer. Multiple editions of such works, if available, are purchased at the discretion of the bibliographer.

- All new definitive editions will be acquired, as possible. If Talbott Library already has a definitive edition published within the last ten years by another publisher, the work will not be acquired unless review literature indicates that significantly new material or scholarly interpretations is represented by the newer edition.
- Every effort is made to coordinate the collecting of scores and sound recordings.
- Many of the music materials are regularly used in classrooms and rehearsals. This constant and welcome use means that the replacement of worn materials is an important on-going need for the music collection. Replacements are made through purchase or gifts received.
- Gift materials will be subjected to the same selection criteria as new purchases.
- The library will seek rare materials in music when there is a specific need. It will add them to the collection should they come as gifts.

A detailed analysis of the subject areas collected at Talbott Library is appended. It indicates specific levels of collecting intensity for particular topics or types of materials within each subject area. This appendix is in fact the heart of the collection development policy. At times, emphasis in collection may be placed upon areas not adequately represented by the classification scheme or relating to several areas within the schedule. An example of this would be "Women in music."

5. CRITERIA FOR WEEDING
The relevance of materials in the library may change over time. Periodic weeding of the collection is necessary to identify items which no longer fit the criteria for inclusion in the collection.

- Older editions may be withdrawn when they are superseded by newer editions. In some cases, however, historical runs are maintained.
- Materials may be withdrawn if they are deteriorated to the point that they can no longer be repaired.
- Extra copies of titles for which there is no longer demand may be withdrawn.
- Materials may be withdrawn as technologies are superseded—e.g., LPs or reel-to-reel and cassette audio tapes may be replaced by compact discs.

6. RESERVES
Personal copies are placed and maintained on reserve only if an item cannot be obtained by the time it is needed for instruction, or if the item is unavailable for purchase. Personal copies will be removed from reserve when the library copy arrives.

7. PRESERVATION
Routine binding, rebinding, replacement, deacidification, or reformatting of items should be systematically undertaken. Such maintenance is an essential part of collection development, ensuring against the need to purchase expensive reprints at a later date and against complete loss of significant items for which no replacement in any form is available.

8. SERIALS
Talbott Library's serials and annuals collection is maintained at the "advanced study level." The subject emphasis will follow the subject profile described in the ML and MT analyses sections. Titles up to and including the "research level" should be held only when there is a particular curricular need that cannot be met through interlibrary loan. Talbott Library's access to the "comprehensive level" collection of organ journals in the Organ Historical Society American Organ Archives is a unique advantage. Talbott Library will not subscribe to a title currently collected at Moore Library unless there is a particular need to have that title on this campus as well. The availability of a given title in another local library may be considered sufficient for important but infrequently used titles. When new titles are added
to the collection, backfiles will not be acquired unless there is demonstrated need. The emphasis is on English language titles, although the library acquires a limited number of important titles in European languages. Works in any other non-English language may also be acquired.

9. REFERENCE WORKS

GENERAL PRINCIPLES

The works in this collection are selected according to the following guidelines:

- The collection will contain the most current, authoritative sources in the field.
- Many materials will be placed in the collection to ensure equal and fair access—e.g., composers' collected works.
- The collection will emphasize materials that are frequently consulted by patrons and library staff.
- The collection will contain a broad, general selection of materials emphasizing the needs of the curriculum.

The library has general reference needs and maintains current general encyclopedias, an unabridged American-English dictionary, foreign-language dictionaries, several English translations of the Bible, various style manuals, and a current world atlas. Selected reference works being removed from the reference collection at Moore Library will be added to Talbott's general reference collection. Shelf space dedicated to reference materials is limited. While this does not preclude the acquisition of reference materials that may be placed in the stacks and designated for in-house use only, it does emphasize that materials marked as reference are the most frequently consulted materials.

10. SPECIFIC TYPES OF MATERIALS ABOUT MUSIC

- Historical sets, monuments of music, and composers' collected editions.
- Directories, yearbooks, and almanacs. The collection will contain the most current edition for works published in *North America International Directory of the Performing Arts*.
- Song translations. Major collections of art-song translations, both poetic and literal, will be maintained.
- Dictionaries and encyclopedias. The most important music dictionaries and encyclopedias in current use are kept in reference regardless of their date of publication. Older editions may be kept in the stacks, but the decision will be based on use and available space rather than the existence of a newer edition. For example, the *Harvard Dictionary of Music* by Willi Apel (2nd ed. 1969) is a classic and is no less deserving a place in reference than the *New Harvard Dictionary of Music* edited by Don Michael Randel (1986). Selected reference
- works being removed from Talbott Library will be offered to Moore Library.
- Music publishing and printing. Listings and catalogs of music publishers are kept in reference. The latest major publications on the legal and business aspects of music publishing and the recording industry will also be in reference.
- Bibliographies. Bibliographies of music reference works, of bibliographies, of discographies, of periodicals; repertory lists of instrumental and vocal music; discographies; and bibliographies covering broad areas of music literature are in reference.
- Thematic catalogs. The most current thematic catalogs or works list(s) of individual composers are in reference. Bibliographies for individual composers are retained in reference if they contain the only current, complete listing of the works of that composer.
- Catalogs of music libraries and collections.
- Chronologies. The latest editions of chronologies of music are kept in reference.

B. COLLECTING LEVELS
These collecting levels provide a framework for identifying the extent to which the Library should add resources in each subject. Bibliographers work with faculty to review collection needs that reflect new and ongoing directions in the College's academic programs and new developments in the music. The following definitions of collecting levels are adapted from the American Library Association/Association of University and Research Libraries publication, *Guidelines for Collection Development*, 1979.

0. Do not collect

1. Minimal level
   A subject area in which few selections are made beyond very basic works.

2. Basic level
   A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

3. Study level
   A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
   a. Initial study level
      A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs; a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertinent to the subject.
   b. Advanced study level
      A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposed, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertinent to the subject.

4. Research level
   A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstract services in the field.

5. Comprehensive level
   A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

C. INTELLECTUAL FREEDOM
Talbott Library supports the free exchange of ideas and endeavors to build collections which include all points of view. At the same time, the Library neither approves nor endorses the views expressed in materials included in the collections. Where there is controversy or disagreement concerning the truth of particular ideas and issues of belief, the Library attempts to provide a wide selection of materials encompassing the major viewpoints. Nor does the Library accede to requests of individuals or groups seeking the removal from the collection of materials which have been chosen according to this collection development policy, nor does it yield to requests to add to the collection materials if their addition would contradict this collection development policy.

Additionally, Talbott Library, as policy, adheres to the American Library Association's Library Bill of Rights (53.1.11) on Diversity in Collection Development:

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. (Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.) A balanced collection reflects a diversity of materials, not equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interest of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, promotes no causes, furthers no movements, and factors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

D. LIBRARY OF CONGRESS SCHEDULES FOR MISCELLANEOUS MATERIALS OTHER THAN MUSIC

A—GENERAL WORKS; B-BJ—PHILOSOPHY and PSYCHOLOGY; C—AUXILIARY SCIENCES OF HISTORY; D—WORLD HISTORY; E-F—AMERICAN HISTORY; G—GEOGRAPHY, MAPS, ANTHROPOLOGY, RECREATION; H—SOCIAL SCIENCES; J—POLITICAL SCIENCE; K—LAW; N—FINE ARTS; Q—SCIENCE; R—MEDICINE; T—TECHNOLOGY

PURPOSE: Chiefly to provide a core collection of ready reference materials and limited circulating works of all types, including encyclopedia, directories, atlases, bibliographies, etc.; to support the curriculum for all degree programs, especially undergraduate courses in the humanities; to supplement the music curriculum with basic tangential works on topics such as copyright law, vocal health, acoustics, etc.

LANGUAGES COLLECTED: Predominantly English.

GEOGRAPHICAL AREAS COLLECTED: No limitation.

CHRONOLOGICAL PERIODS COLLECTED: No limitation.

DATE OF PUBLICATION COLLECTED: Emphasis is on current publications.

SPECIAL INCLUSIONS: None.

IMPORTANT EXCLUSIONS: None.

BL-BQ—RELIGION and BR-BX—CHRISTIANITY, BIBLE

PURPOSE: To support undergraduate and graduate programs in sacred music, and in a more general way, the history of music; to support the programs of the Office of Continuing Education.

40
LANGUAGES COLLECTED: Chiefly English, European languages
GEOGRAPHICAL AREAS COLLECTED: No limitation, but emphasis is on North America and Europe
CHRONOLOGICAL PERIODS COLLECTED: No limitation
DATE OF PUBLICATION COLLECTED: No limitation.
SPECIAL INCLUSIONS: None
IMPORTANT EXCLUSIONS: Devotional titles are not collected unless connected to music or of literary merit.

L SCHEDULE—EDUCATION
PURPOSE: To support undergraduate and graduate programs in music education; to support the programs of the Office of Continuing Education.

PA-PE—CLASSICAL LANGUAGES AND LITERATURE, MODERN EUROPEAN LANGUAGES
PURPOSE: To support undergraduate and graduate courses for all degree programs; to support the programs of the Office of Continuing Education; to provide ready reference regarding definitions, usage, pronunciation, etc. of English and other languages.

PN—LITERATURE (GENERAL); PR; PS; PZ—ENGLISH AND AMERICAN LITERATURE; JUVENILE BELLES LETTRES; PT—GERMAN, DUTCH, AND SCANDINAVIAN LITERATURES; PQ—FRENCH, ITALIAN, SPANISH, AND PORTUGUESE LITERATURES
PURPOSE: To support undergraduate and graduate courses for all degree programs; to support the programs of the Office of Continuing Education; to provide information on literary authors and the poetry, prose, stories, novels, etc. that serve as the basis for vocal and instrumental compositions.

Z—LIBRARY SCIENCE and BIBLIOGRAPHY*
PURPOSE: To aid the work of the library professional and paraprofessional staff; to keep librarians informed about current cataloging procedures and trends in public services; to assist librarians in material selection; to support librarians in their professional growth; to promote librarianship in general and music librarianship in particular as a career option.

LANGUAGES COLLECTED: Principally English.
GEOGRAPHICAL AREAS COLLECTED: No limitation.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: Chiefly current publications.
SPECIAL INCLUSIONS: Monographs dealing specifically with the idiosyncrasies of music librarianship.
IMPORTANT EXCLUSIONS: None.
- Bibliographies dealing with music topics are classified by subject. There are currently only a handful of bibliographies shelved in Z.

M1—M3.3 COLLECTIONS AND CRITICAL EDITIONS
PURPOSE: To support undergraduate and graduate music courses for all degree programs. The monuments of music—i.e., sets of music by several composers gathered together by country or genre—and the complete works of a single composer are the backbone of the music library. All serious music study depends upon these critical editions. Many compositions appear only in these sets. In addition, since students often work from less authoritative performance editions, they can enhance their music study by examining the same composition in the collected edition.
LANGUAGES COLLECTED: Music is collected for its intrinsic musical value, regardless of the language of its text or the performance requirements.
GEOGRAPHICAL AREAS COLLECTED: As defined in standard histories of music and reference works.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: Since publication of these sets began in the 19th century, reprint editions are collected. Microform versions may be selected if that is all that is available, or if the title will not see heavy use. Sets currently in publication will be obtained by standing order to ensure maximum discount, timely acquisition, and continuity.
SPECIAL INCLUSIONS: Talbott Library acquires complete works of major composers from all periods of music history as well as major sets or series related to the music of a particular country, region, or historical time period.

M6—M19 ORGAN MUSIC
PURPOSE: To support undergraduate and graduate degree programs in sacred music and organ performance; to support students studying the organ regardless of their degree program; to support the study of music across the curriculum; to support the programs of the Office of Continuing Education (Saturday Seminars, Summer Session Workshops); to support Westminster Conservatory, when possible; and to support the needs of alumni and other organists and scholars.
LANGUAGES COLLECTED: Not applicable.
GEOGRAPHICAL AREAS COLLECTED: No limitation.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation.
METHODS FOR SELECTION: Standard bibliographies and reviews in key journals are used as aids in selection. Input from the organ faculty is also solicited.
SPECIAL INCLUSIONS: Definitive, instructive, and performing editions of organ music by recognized composers for the instrument are collected. The library also collects a small sampling of service music, chiefly at the elementary to intermediate level. For important publications, two copies are acquired, one to circulate and one to be non-circulating.
IMPORTANT EXCLUSIONS: Monthly periodical-style collections of music are not purchased, although representative selections of this type of publication may be retained in non-circulating gift collections. Music arranged for home electronic organ (M14.8—M14.85) is not purchased.

M20—M39 SOLO PIANO MUSIC
PURPOSE: To support undergraduate and graduate programs in Piano Performance, Piano Accompanying and Coaching, and Piano Pedagogy and Performance; to support students studying piano regardless of degree programs; to support the study of music across the curriculum; to support the programs of the Office of Continuing Education and the Westminster Conservatory.
LANGUAGES COLLECTED: Not applicable.
GEOGRAPHICAL AREAS COLLECTED: No limitation.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation.
SPECIAL INCLUSIONS: Definitive, instructive, and performing editions of works by major composers for the instrument. The number of copies purchased reflects the number of instruments and/or performers required—e.g., a work for 2 pianos requires 2 copies of scores for performance.
IMPORTANT EXCLUSIONS: Popular piano transcriptions and sheet music are not purchased.

M40—M175 MUSIC FOR SOLO INSTRUMENTS
PURPOSE: To support the study of music across the curriculum—e.g., classes in music history, theory and analysis, and music literature at the undergraduate and graduate levels; to support the graduate degree program in piano accompanying.
LANGUAGES COLLECTED: Not applicable.
GEOGRAPHICAL AREAS COLLECTED: No limitation, but emphasis is on Western art music.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation, but modern editions are emphasized.
SPECIAL INCLUSIONS: Study scores and performance editions for orchestral instruments; music for folk instruments.
IMPORTANT EXCLUSIONS: None.

M177—M990 MUSIC FOR TWO OR MORE SOLO INSTRUMENTS
PURPOSE: To support the study of music across the curriculum—e.g., classes in music history, theory and analysis, and music literature at the undergraduate and graduate levels; to support the graduate degree program in piano accompanying.
LANGUAGES COLLECTED: Not applicable.
GEOGRAPHICAL AREAS COLLECTED: No limitation, but emphasis is on Western art music.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation, but modern editions are emphasized.
SPECIAL INCLUSIONS: Study scores are collected. Performance scores are collected, but with an emphasis on works requiring four or fewer instruments.

M1000—M1490 ORCHESTRA AND OTHER ENSEMBLES
PURPOSE: To support the study of music across both the undergraduate and graduate curricula; this includes classes in music history, theory and analysis and in music literature.
LANGUAGES COLLECTED: Not applicable.
GEOGRAPHICAL AREAS COLLECTED: No limitation, but emphasis is on Western art music.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation, but modern editions are emphasized.
SPECIAL INCLUSIONS: Study scores and full scores as determined by the bibliographer. Scores and parts may be collected when there is likelihood of college performances. Study scores may be selected in preference to full scores if in the judgment of the bibliographer it is a work that is unlikely to be performed at the College because of the size or nature of the performing forces.
IMPORTANT EXCLUSIONS: Dance orchestra, orchestras of plectral instruments, accordion bands, etc. (M1356-1366)

M1495—M1529; M1611—M1978; M2018—M2019; M2102—M2114; M2193—M2199 VOCAL MUSIC
PURPOSE: To support undergraduate and graduate program in voice, including majors, principals, minors, and concentrations; to support the study of music across the curriculum; to support the programs of the Office of Continuing Education and Westminster Conservatory.
LANGUAGES COLLECTED: Primarily Western. Other languages are acquired selectively. Standard literature is sought in the original language; added English translation is desired. For non-Roman alphabets, preference will be given to editions that include a transliteration into the Roman alphabet.
and/or a translation into a language using the Roman alphabet.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: No limitation.

**SPECIAL INCLUSIONS**: Vocal scores of operas, operettas, musicals, revues, solo cantatas, and orchestral songs. Full or study scores, as the budget permits. Scores with accompanying instrumental parts for songs with accompaniment of one or several instruments, as budget allows. Multiple copies of standard repertoire. Multiple editions (different publishers, editors of a given work) including critical, instructive, and definitive performing editions, if available. Song transpositions—e.g., for high, medium, and low voice.

**IMPORTANT LIMITATIONS**: Editions available only in translation (original language not included) will be acquired at the bibliographer's discretion. Popular music will be acquired very selectively. Instrumental parts for orchestral accompaniments generally will not be purchased.

**M1494; M1530—M1610; M1996—M2017; M2020—M2101; M2190—M2191 CHORAL MUSIC**

**PURPOSE**: To support undergraduate and graduate programs and instruction in conducting, church music, and music education and to serve as a resource for the Office of Continuing Education, Westminster Conservatory, alumni, the local community, and visiting scholars.

**LANGUAGES COLLECTED**: Primarily Western. Other languages acquired selectively. Standard literature is sought in the original language; added English translation is desired. For non-Roman alphabets, preference will be given to editions that include a transliteration into the Roman alphabet and/or a translation into a language using the Roman alphabet.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: No limitation.

**SPECIAL INCLUSIONS**: Vocal scores of choral works. Full or study scores, as the budget permits. Scores with accompanying instrumental parts for selected works with accompaniment of one or several instruments, as budget allows. Multiple copies for standard repertoire. Multiple editions, including critical and definitive performing editions, if available.

**IMPORTANT LIMITATION**: Popular music will be acquired very selectively. Instrumental parts for orchestral accompaniments generally will not be purchased.

**M2115—M2146; M2198—M2199 HYMNALS**

**PURPOSE**: To support undergraduate and graduate degree programs in sacred music and organ performance; to serve as a resource for the programs of the Office of Continuing Education, Westminster Conservatory, alumni, and other interested scholars.

**LANGUAGES COLLECTED**: No limitation.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: Collecting focuses on current publications but gaps in the collection will be filled when possible from gifts and antiquarian sources.

**SPECIAL INCLUSIONS**: Hymnals relevant to the curriculum are collected with an emphasis on English, Latin, Spanish, and German language materials. While European and North American hymnals predominate, hymnals from other areas, particularly Africa, Asia, and Latin America, are collected as possible.

**IMPORTANT EXCLUSIONS**: Digital hymnals are not collected. If such items are received as gifts, they may be retained as examples of their kind. Soft-cover gospel collections are not collected unless of particular historic or bibliographic importance. Hymnals are not purchased in performance quantities for the circulating collection.

**M2147—M2188 LITURGY AND RITUAL**

**PURPOSE**: To support undergraduate and graduate degree programs in sacred music and organ performance; to support chapel services; to serve as a resource for the programs of the Office of
Continuing Education and Westminster Conservatory.

**LANGUAGES COLLECTED**: No limitation, but emphasis on materials in the Roman alphabet.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: Collecting will focus on current publications, but gaps in the collection will be filled when possible from gifts and antiquarian sources.

**DATE OF PUBLICATION COLLECTED**: See above.

**SPECIAL INCLUSIONS**: Liturgical materials relevant to the curriculum are collected. While European and North American materials predominate, materials from other areas, particularly Africa, Asia, and Latin America, are collected as possible.

**IMPORTANT EXCLUSIONS**: None.

**ML1—ML158 MUSIC LITERATURE**

**PURPOSE**: To support undergraduate and graduate music courses for all degree programs; to support programs offered through the Office of Continuing Education and the Westminster Conservatory.

**LANGUAGES COLLECTED**: While English language works predominate, important works in European languages are collected. Certain items in non-European languages may be collected at the discretion of the bibliographer. Librettos are collected in original languages with an English translation if available.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: No limitation.

**SPECIAL INCLUSIONS**: Facsimiles of major works in the canon are collected. Westminster programs (college performances and faculty and student recitals) for the current year are kept on Reserve. Programs from previous years are retained in the periodicals stacks with other Westminster publications. A duplicate set is maintained in the Archives.

**IMPORTANT EXCLUSIONS**: Unpublished concert and recital programs are not collected.

**ML 160—ML3930 MUSIC LITERATURE**

**PURPOSE**: To support undergraduate and graduate music courses for all degree programs; to support the programs of the Office of Continuing Education and the Westminster Conservatory.

**LANGUAGES COLLECTED**: While English language works predominate, important works in European languages are collected. Certain items in non-European languages may be collected at the discretion of the bibliographer.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: No limitation.

**SPECIAL INCLUSIONS**: Histories of music and composers' biographies are the heart of the music literature collection. Special attention is given to those composers who composed for voice, choir, harpsichord, piano, and organ. Similarly, works about these musical genres and/or instruments are deemed essential. Works on aesthetics are of particular importance to the music education, and theory, history, and composition programs, as are works on hymnology for the sacred music curriculum. Books dealing with popular music, including rock, are judiciously included since this type music is a pervasive element in contemporary culture and its documentation is of interest. Scholarly treatment of this subject is preferred, but less academic presentations of the material may be acquired when this is all that is available. The same statement is true of jazz, which is considered an important element of the music spectrum and is collected accordingly.

**IMPORTANT EXCLUSIONS**: It is assumed that students are responsible for buying their own classroom textbooks. Therefore, the library will not purchase textbooks currently used for classroom or studio instruction. However, textbooks that constitute a unique source, serve a specific reference purpose, or are an acknowledged standard in the field may be added to the collection. Even so, the library will not necessarily acquire all subsequent editions of any textbook in the collection.

**MT1—MT960 MUSIC INSTRUCTION AND STUDY**

**PURPOSE**: To support undergraduate and graduate music courses for all degree programs; to support the
programs of the Office of Continuing Education and the Westminster Conservatory.

**LANGUAGES COLLECTED:** While English language works predominate, important works in European languages are collected. Certain items in non-European languages may be collected at the discretion of the bibliographer.

**GEOGRAPHICAL AREAS COLLECTED:** No limitation.

**CHRONOLOGICAL PERIODS COLLECTED:** No limitation.

**DATE OF PUBLICATION COLLECTED:** No limitation.

**SPECIAL INCLUSIONS:** Special attention is given to works addressing instruction in the areas of voice, choral singing, conducting, harpsichord, piano, organ, and composition. The focus of collection in the area of analytical guides is on music for voice, chorus, organ, and piano.

**IMPORTANT EXCLUSIONS:** It is assumed that students are responsible for buying their own classroom textbooks. Therefore, the library will not purchase textbooks currently used for classroom or studio instruction. However, textbooks that constitute a unique source, serve a specific reference purpose, or are an acknowledged standard in the field may be added to the collection. Even so, the library will not necessarily acquire all subsequent editions of any textbook in the collection.

**OTHER CLASSIFICATION AND ORGANIZATIONAL SCHEMES MUSIC EDUCATION RESOURCE COLLECTION (MERC)**

**F. PURPOSE:** To support undergraduate and graduate programs in music education; to support the programs of the Office of Continuing Education.

**LANGUAGES COLLECTED:** Primarily English.

**GEOGRAPHICAL AREAS COLLECTED:** Primarily curricular materials for United States school systems.

**CHRONOLOGICAL PERIODS COLLECTED:** Current usage.

**DATE OF PUBLICATION COLLECTED:** Current.

**SPECIAL INCLUSIONS:** The Music Education Resource Collection gathers instructional music education materials in a variety of formats: graded curricular sets and the recordings that accompany them, charts, games, and other items that are used in teaching music.

**JOURNALS, MAGAZINES, NEWSLETTERS, NEWSPAPERS**

**PURPOSE:** To support classroom and studio instruction in undergraduate and graduate music courses for all degree programs; to provide information on current events by means of national news magazines and local and regional newspapers; to support the work and professional development of librarians through subscriptions to trade journals.

**FORMATS COLLECTED:** Chiefly paper. Some journals may be available both in paper and electronic format via JSTOR or other full-text online providers.

**GENRES COLLECTED:** Official journals/newsletters of regional, national, and international music organizations or societies; journals devoted to particular historical periods, musical instruments or genres, or music sub-disciplines.

**LANGUAGES COLLECTED:** Predominantly English and a few highly selective non-English publications.

**GEOGRAPHICAL AREAS COLLECTED:** No limitation.

**CHRONOLOGICAL PERIODS COLLECTED:** Contemporary publications; antiquarian journals are not collected.

**DATE OF PUBLICATION COLLECTED:** Current subscriptions; past runs, if available, may be acquired for an incomplete run of an existing title or for a title newly added to the collection. Music titles are bound and retained. Popular news magazines are held for six months and then discarded. Newspapers are kept for one week and then recycled.

**SPECIAL INCLUSIONS:** Time, Newsweek, and a small number of popular news magazines.

**CLASSIFICATION:** Journals, magazines, and newspapers are generally not classified according to the Library of Congress "M" Schedule, Class M: Music and Books on Music. They are shelved alphabetically by title.
SOUND RECORDINGS*
PURPOSE: To support classroom and studio instruction in undergraduate and graduate music courses for all degree programs.

FORMATS COLLECTED: Compact discs are preferred. Audiocassettes are purchased only when compact discs are not available, or when cassettes are a component part of a monograph or kit. Long-playing discs (33 1/3 rpm) are collected only under extraordinary circumstances—e.g., vintage Westminster performances. Commercial LPs may be replaced when they are reissued in compact disc format.

GENRES COLLECTED: Vocal and choral music, including art songs, cantatas, oratorios, operas, and musicals; piano music, organ music, harpsichord music; solo instrumental music and chamber music, generally works that include piano; orchestral music; film music; non-Western music; and representative samples of popular music styles such as jazz, blues, pop, rock, country, New Age, etc.

LANGUAGES COLLECTED: No restrictions, but emphasis is on English and European languages.

GEOGRAPHICAL AREAS COLLECTED: No limitation. Focus is on Western art music, but a representative sampling of recordings of indigenous traditional music (popular and folk music) and non-Western art music is purchased.

CHRONOLOGICAL PERIODS COLLECTED: No limitations.

DATE OF PUBLICATION (RECORDING) COLLECTED: Emphasis is given to recent or current performances with some attention to retrospective collection of historically significant or otherwise noteworthy performers and performances. Older recordings already in the collection are retained.

SPECIAL INCLUSIONS: Performances by Westminster ensembles, current and former faculty, and alumnae. When available, recordings that complement scores in the collection are purchased.

IMPORTANT EXCLUSIONS: None.

CLASSIFICATION: Sound recordings of all types are generally not classified according to the Library of Congress "M" Schedule, Class M: Music and Books on Music. They are shelved by accession number except for items that are an integral accompanying component of another format that is classified (such as a compact disc of musical examples coordinated with the text of a monograph).

VISUAL RECORDINGS*
PURPOSE: To support classroom and studio instruction in undergraduate and graduate music courses for all degree programs.

FORMATS COLLECTED: Videodiscs (DVD) and videocassettes (VHS) are preferred in that order. European DVDs, not compatible with standard North American equipment, may be purchased when a domestic equivalent is unavailable. Reel-to-reel films are collected if they have archival relevance—e.g., vintage Westminster film footage.

GENRES COLLECTED: Solo recital programs with an emphasis on vocal and keyboard performances; choral performances, including cantatas and oratorios; operas and musicals; instrumental ensembles; documentary surveys of particular genres, cultures, or historical periods; pedagogical and instructional films.

LANGUAGES COLLECTED: No restrictions, but emphasis is on English for instructional videos. Performances may be in any language, preferably with English subtitles.

GEOGRAPHICAL AREAS COLLECTED: No limitation. For performance videos, the focus is on Western art music, but demonstrations of traditional indigenous instruments and performances of non-Western art music may also be purchased.

CHRONOLOGICAL PERIODS COLLECTED: No limitations.

DATE OF PUBLICATION (RECORDING) COLLECTED: No restrictions.

SPECIAL INCLUSIONS: Instructional videos that demonstrate concepts more effectively through visual images than by the written word alone—e.g., instrumental techniques, conducting, Alexander technique, etc.

IMPORTANT EXCLUSIONS: Outmoded formats such as BETA videocassettes are not collected. Filmmstrips and slides are not collected. Feature films are not collected for purely recreational purposes. However, some commercial motion pictures may be purchased for the study of film music and
techniques.

**CLASSIFICATION:** Videorecordings are generally not classified according to the Library of Congress "M" Schedule, *Class M: Music and Books on Music.* They are shelved by accession number except for items that are an integral accompanying component of another format that is classified.

**PERFORMANCE COLLECTION**

**PURPOSE:** To support, in part, choral activities on the undergraduate and graduate levels by supplying octavos in performance quantities; to provide a range of choral literature for use by affiliated off-campus choirs; to offer a browsing reference collection of choral octavos and scores of handbell ensemble music.

**GENRES AND FORMATS COLLECTED:** Sacred and secular choral music for any combination of voices, with or without accompaniment; shorter choral works such as anthems, madrigals, motets, part songs, and masses; piano-vocal scores of major choral works such as cantatas, oratorios, and miscellaneous symphonic choral literature; music for handbell ensembles with or without other performing forces.

**LANGUAGES COLLECTED:** No restrictions, but emphasis is on English and Western European languages.

**GEOGRAPHICAL AREAS COLLECTED:** No limitation.

**CHRONOLOGICAL PERIODS COLLECTED:** No limitation.

**DATE OF PUBLICATION COLLECTED:** No restrictions, but emphasis is on current or recent editions.

**SPECIAL INCLUSIONS:** Coordinating instrumental parts, including some complete orchestral accompaniments, when available and feasible; single copies of the complete run of choral publications from the Choristers Guild and a partial run of octavos from the Royal School of Church Music.

**IMPORTANT EXCLUSIONS:** None.

**CLASSIFICATION:** Scores in the Performance Collection are not classified according to the Library of Congress "M" Schedule, *Class M: Music and Books on Music.* They are shelved by accession number. Titles can be found via indexes (composer, title, sacred or secular, subject, or performing forces) or in MATILDA, the online catalog.

**MISCELLANEOUS SPECIAL COLLECTIONS**

The selection process for Special Collections mirrors that of Talbott's circulating collections. While most of the collections were gifts to the library, financial support to obtain and process the collections has come from individual donors, endowment funds, Talbott Library Friends, and the University. Talbott maintains a "wish list" and purchases specific items from that list as funds are available or as memorials if a donor desires. A report of the present status of Talbott's Special Collections is issued periodically (1999, 2002, 2004, 2006, forthcoming); more detailed information is available there.

"%" denotes uncataloged collections. Talbott Library's Special Collections include:

- Rare Books and Music (Locked Case)
- Choral Octavo Reference File (CORF)
- Special Collections proper—e.g., Routley, Tams-Witmark, Wasson Collections, etc.
- Westminster Choir College Archives

The following closed collections are not addressed in this document.


**Cataloged:** George Shorney/Erik Routley Papers, Leopold Stokowski Scores, Tams-Witmark Collection, Tiplady Collection, and the Carl Weinrich Collection.

**In Process:** D. DeWitt Wasson Organ Research Collection

The following collections are still open.

**RARE BOOKS AND MUSIC (LOCKED CASE)**
PURPOSE: To support research and musical performance.
FORMATS COLLECTED: Books, scores, facsimiles, serials.
LANGUAGES COLLECTED: No restrictions, although emphasis is on English and European languages.
GEOGRAPHICAL AREAS COLLECTED: No limitation.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No limitation.
IMPORTANT INCLUSIONS: Paleographie Musicale

CHORAL OCTAVO REFERENCE COLLECTION* %
PURPOSE: To support the study of choral music repertoire, choral composition and arranging, and choral conducting; to assist student and professional conductors in selecting repertoire; to aid researchers in the study of a particular composer or arranger, poet or lyricist, genre, theme, publisher, or any other aspect of choral music; to serve as a repository for choral music that is permanently out of print.
FORMATS COLLECTED: Chiefly shorter choral works such as anthems, madrigals, motets, part songs, and masses.
GENRES COLLECTED: Sacred and secular choral works for any combination of voices, with or without accompaniment.
LANGUAGES COLLECTED: No restrictions, although emphasis is on English and European languages.
GEOGRAPHICAL AREAS COLLECTED: No limitation.
CHRONOLOGICAL PERIODS COLLECTED: No limitation.
DATE OF PUBLICATION COLLECTED: No restriction. Earliest works date from the late 19th century. Current publications are added principally by means of publishers' choral subscription services, preview copies of new works supplied by publishers, or gifts. Single copies of current or previously published octavos may be purchased for inclusion in this collection.
SPECIAL INCLUSIONS: None.
IMPORTANT EXCLUSIONS: None.
CLASSIFICATION: Scores in the Choral Octavo Reference Collection are not classified according to the Library of Congress "M" Schedule, Class M: Music and Books on Music. They are filed in alphabetical order by composer or arranger.

RICHARD COLWELL MUSICAL ASSESSMENT COLLECTION %
PURPOSE: To support research in music education.
FORMATS COLLECTED: Books, scores, serials, and audio recordings in a variety of formats.
LANGUAGES COLLECTED: English.
GEOGRAPHICAL AREAS COLLECTED: North America.
CHRONOLOGICAL PERIODS COLLECTED: Chiefly 20th century.
DATE OF PUBLICATION COLLECTED: Chiefly 20th century.
SPECIAL INCLUSIONS: None.
IMPORTANT EXCLUSIONS: None.

ORGAN HISTORICAL SOCIETY'S AMERICAN ORGAN ARCHIVE
The collection belongs to the Society and is developed and cataloged by them. Items cataloged prior to 2000 are accessible through MATILDA. Items cataloged since 2000 are accessible through CassidyCat, the catalog on the OHS website. Because this extensive collection is at Talbott Library, there is rarely need to duplicate their holdings in Talbott. It is highly desirable that the entire collection be accessed through MATILDA.

ROUTLEY COLLECTION OF BOOKS AND HYMNALS #
PURPOSE: To support research and musical performance.
FORMATS COLLECTED: Books, scores, facsimiles, serials, audio recordings in a variety of formats.
LANGUAGES COLLECTED: No restrictions, although emphasis is on English and European languages.
GEOGRAPHICAL AREAS COLLECTED: No limitation, but chiefly the United Kingdom and North
America.

**CHRONOLOGICAL PERIODS COLLECTED**: No limitation.

**DATE OF PUBLICATION COLLECTED**: No limitation.

**SPECIAL INCLUSIONS**: New publications that contain Routley's work or that have a relationship to his work; these are marked "added to collection posthumously."

**IMPORTANT EXCLUSIONS**: None.

**WESTMINSTER CHOIR COLLEGE ARCHIVES** % (cataloging in process)

**PURPOSE**: To support research and musical performance.

**FORMATS COLLECTED**: Books, scores, facsimiles, serials, audio and video recordings in a variety of formats. Archival formats include catalogs, serials, photographs, scrapbooks, personal papers and artifacts.

**LANGUAGES COLLECTED**: No limitation.

**GEOGRAPHICAL AREAS COLLECTED**: No limitation.

**CHRONOLOGICAL PERIODS COLLECTED**: 20th century to the present.

**DATE OF PUBLICATION COLLECTED**: Chiefly 19th century to the present.

**SPECIAL INCLUSIONS**: None.

**IMPORTANT EXCLUSIONS**: None.

**SUBJECT ANALYSIS OF LIBRARY MATERIAL IN MUSIC COLLECTING INTENSITY—CURRENT AND DESIRED**

Collecting Levels (detailed descriptions of each level are given on pp. 40-41)

0. Do not collect
1. Minimal level
2. Basic level
3. Study level
   a. Initial study level
   b. Advanced study level
4. Research level
5. Comprehensive level
<table>
<thead>
<tr>
<th>M1</th>
<th>Music printed or copied in manuscript in the United States of the colonies before 1860</th>
<th>Scores of Books</th>
<th>Sound Recordings</th>
<th>Video Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Desired</td>
<td>Current</td>
<td>Desired</td>
</tr>
<tr>
<td>2-2.3</td>
<td>Collections of musical sources</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>Historical Anthologies</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3-3.3</td>
<td>Collected works of individual composers</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>First editions</td>
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<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### INSTRUMENTAL MUSIC

<table>
<thead>
<tr>
<th>M5</th>
<th>Collections</th>
<th>Scores of Books</th>
<th>Sound Recordings</th>
<th>Video Recordings</th>
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#### 180-298.5

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### 990

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### 1000-1075

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<td>String Orchestra</td>
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<td>Band</td>
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<td>Fife (bugle) and drum music, field music, etc.</td>
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### 1350-1353

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### 1360

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### 1366

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<td>Current</td>
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<td>1375-1420 Instrumental music for children</td>
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<td>1450 Dance music</td>
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<tr>
<td>1470 Chance compositions</td>
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<td>3B</td>
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<tr>
<td>1473 Electronic music</td>
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<td>3B</td>
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<tr>
<td>1480 Music with color or light apparatus, etc.</td>
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<tr>
<td>1490 Music printed before 1700 or copied in ms. before 1700</td>
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**VOCAL MUSIC**

<p>| 1495 Collections-Miscellaneous sacred and secular | 3A | 3A |
| 1497-1998 Secular vocal music | | |
| 1497 Miscellaneous secular | 3A | 3B | 3A | 3B | 0 | 1 |
| 1500-1518 Opera; Operatic scenes | 3A | 3B | 3A | 3B | 3A | 3B |
| 1520-1526 Ballet | 2 | 2 | 2 | 2 | 1 | 1 |
| 1526-1527.8 Radio, movie, TV music | 0 | 1 | 1 | 1 | 0 | 0 |
| 1528-1529.5 Duets, trios, etc., for solo voices | 3A | 3B | 3A | 4 | 0 | 1 |
| 1530-1546.5 Choruses with orchestra or other ensemble | 3A | 3B | 3A | 4 | 1 | 2 |
| 1547-1600 Choruses, part-songs, etc. with accompaniment of keyboard or other solo instrument, or unaccompanied | 3B | 3B | 3A | 4 | 0 | 1 |
| 1608 Choruses, etc., in tonic sol-fa notation | 0 | 1 | |
| 1609 Unison choruses with or without accompaniment of every kind | 3A | 3B | 2 | 2 | 0 | 1 |
| 1610 Cantatas, choral symphonies, etc., for unaccompanied chorus (secular and sacred) w/or w/o solo voices | 3A | 3B | 3A | 4 | 2 | 2 |
| 1611-1624.8 Songs for one voice | 3B | 3B | 3B | 4 | 1 | 2 |
| 1625-1626 Recitations, gesprochene Lieder, w/ or w/o solo voices | 3B | 3B | 2 | 2 | 0 | 0 |
| 1627 International collections | 2 | 2 | 2 | 3A | 1 | 1 |
| 1628-1853 National music | 1 | 2 | 2 | 3A | 1 | 1 |
| 1900-1978 Songs (part and solo) of special character | 2 | 2 | 2 | 3A | 0 | 0 |
| 1985 Musical games | 3A | 3A | 1 | 1 | 0 | 0 |
| 1990-1998 Secular music for children | 3A | 3A | 1 | 2 | 0 | 0 |
| 1999-2199 Sacred vocal music | | |
| 1999 Collections | 3A | 3B | 3A | 3B | 0 | 1 |
| 2000- Oratorios | 3A | 3B | 3B | 3B | 1 | 1 |</p>
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<td>2010-2017.7</td>
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<td>2018-2019.5</td>
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<td>3A 3B</td>
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<td>2020-2036</td>
<td>Choruses, cantatas, etc. with orchestra or other ensemble</td>
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<td>3A 3B</td>
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<td>2007-2014.8</td>
<td>Songs for one voice</td>
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<td>Gospel, revival, temperance, contemporary Christian songs, etc.</td>
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**LITERATURE ON MUSIC**

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<td>Librettos</td>
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<td>Special aspects of music as a whole</td>
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<td>Manuscripts, autographs, etc.</td>
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<td>3545-3775</td>
<td>National music</td>
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<td>3A</td>
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<td>Philosophy and physics of music</td>
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**MUSICAL INSTRUCTION AND STUDY**

<p>| MT1 | Theory of musical instruction and study (Pedagogics) | 3B | 3B | 1 | 1 |
| 2-5 | History and criticism | 3B | 3B | 1 | 1 |
| 6-7 | Music theory | 3B | 3B | 1 | 1 |
| 9 | Examinations, exercises, etc. | 2 | 2 | 1 | 1 |
| 20-32 | Special methods | 3B | 3B | 1 | 1 |
| 33-34 | Correspondence schools, etc. methods; club courses | 0 | 0 | 0 | 0 |
| 35 | Notation, dictation, ear training, etc. | 3A | 3B | 0 | 1 |
| 38 | Notation for the blind | 1 | 1 | 0 | 0 |
| 39 | Computer production of music notation | 3A | 3A | 0 | 1 |
| 40-67 | Composition | 3B | 3B | 1 | 2 |
| 58-67 | Forms | 3A | 3B | 1 | 1 |
| 68 | Improvisation. Accompaniment. Transposition | 3B | 3B | 1 | 2 |</p>
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<th>Sound Recordings</th>
<th>Video Recordings</th>
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<td>70-71</td>
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<td>Interpretation. Analysis. Phrasing</td>
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<td>85</td>
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<td>3B</td>
</tr>
<tr>
<td>86</td>
<td>Jazz band, dance band, etc., instruction</td>
<td>0</td>
</tr>
<tr>
<td>87</td>
<td>Community music</td>
<td>1</td>
</tr>
<tr>
<td>88</td>
<td>Liturgical instruction, formation and organization of church choirs...</td>
<td>3A</td>
</tr>
<tr>
<td>90-145</td>
<td>Analytical guides, etc. (Hermeneutics)</td>
<td></td>
</tr>
<tr>
<td>95-100</td>
<td>Opera, ballet, opera-ballet, etc.</td>
<td>3A</td>
</tr>
<tr>
<td>110-115</td>
<td>Oratorios, cantatas, etc.</td>
<td>3B</td>
</tr>
<tr>
<td>125-130</td>
<td>Orchestral music</td>
<td>3A</td>
</tr>
<tr>
<td>140-145</td>
<td>Chamber, organ, piano, violin, etc., music</td>
<td>3B</td>
</tr>
<tr>
<td>150</td>
<td>Guides</td>
<td>2</td>
</tr>
<tr>
<td>155</td>
<td>Instruction and study of harmony, etc., for children</td>
<td>3A</td>
</tr>
<tr>
<td>165</td>
<td>Tuning</td>
<td>2</td>
</tr>
<tr>
<td>170-810</td>
<td>Instrumental techniques</td>
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</tr>
<tr>
<td>180-198</td>
<td>Organ</td>
<td>3B</td>
</tr>
<tr>
<td>192-192.8</td>
<td>Electronic keyboard instruments</td>
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</tr>
<tr>
<td>200-208</td>
<td>Harmonium (Reed organ)</td>
<td>3A</td>
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<tr>
<td>220-255</td>
<td>Piano</td>
<td>3B</td>
</tr>
<tr>
<td>259-338</td>
<td>String instruments</td>
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<tr>
<td>339-538</td>
<td>Wind instruments</td>
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<td>539-654</td>
<td>Plectral instruments</td>
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<tr>
<td>655-725</td>
<td>Percussion and other instruments</td>
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<tr>
<td>728</td>
<td>Chamber music instruction and study</td>
<td>2</td>
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<tr>
<td>730</td>
<td>Orchestral instruction and study</td>
<td>1</td>
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<tr>
<td>735-737</td>
<td>Field music; Motion picture playing, etc.</td>
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<tr>
<td>733-733.6</td>
<td>Band instruction and study</td>
<td>1</td>
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<tr>
<td>740-810</td>
<td>Instruction and study for children</td>
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<tr>
<td>740</td>
<td>General</td>
<td>3A</td>
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<tr>
<td></td>
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<td>Scores or Books</td>
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<td></td>
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<tr>
<td>742</td>
<td>Systems and methods (General)</td>
<td>3A</td>
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<tr>
<td>745-758</td>
<td>Piano</td>
<td>3A</td>
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<tr>
<td>820-949</td>
<td>Singing and voice culture</td>
<td>3B</td>
</tr>
<tr>
<td>955-956</td>
<td>Musical theater (Operas, musical comedies, etc.)</td>
<td>3A</td>
</tr>
<tr>
<td>960</td>
<td>Music in theaters</td>
<td>3A</td>
</tr>
</tbody>
</table>
VIII CATALOGING AND PHYSICAL PROCESSING

A. INTRODUCTION

B. INITIAL PROCESSING FOR PURCHASED MATERIALS
All materials purchased by Talbott Library are checked into the Voyager acquisitions module upon receipt. The holdings record display in MATILDA is then updated from "Copy Ordered as of ..." to "Copy Received as of ...."
Audiovisual materials purchased by the library are assigned a temporary accession number and a holdings record that displays the message in MATILDA, "Item is uncataloged but available..." The item is barcoded, linked to an item record, and temporary labels are affixed to identify items as Talbott Library materials.
Temporary accession numbers are constructed in this manner: the prefix V (for "Voyager"), the Voyager system number (field 001 in the MARC display), and a suffix to indicate the type of material. For example:
V123456CD = an uncataloged recording in compact disc format
V123456VID = an uncataloged videorecording in VHS format
V123456DVD = an uncataloged videorecording in DVD format
The suffix "S" appended to the designations above identifies the item as part of the circulating School Music collection.
After initial processing, audiovisual materials are shelved in the Circulation area in order to make them available to library patrons prior to their undergoing full-level cataloging.

C. INITIAL PROCESSING FOR GIFT MATERIALS
Gift items are counted for statistical purposes and then evaluated by the appropriate bibliographer. Items retained by the library are treated in one of several ways.
Works already in the collection are processed and added as an extra copy or transferred to remote storage until a replacement copy may be necessary.
Works not yet in the collection are matched to a bibliographic record in OCLC WorldCat and imported to MATILDA without cataloging review. If no record exists in WorldCat, a brief bibliographic record—e.g., author, title—and a holdings record may be created in Voyager to provide basic access. These items appear in MATILDA with the location "Back cataloging."
Items that are designated a priority are moved up in the cataloging queue. Materials identified as desirable for inclusion in the collection but not an immediate priority are processed as time permits, according to cataloging priority workflows outlined below.

D. CATALOGING
1. WORKFLOW
Materials are cataloged according to the following cataloging workflow priorities:
PRINT MATERIALS (except SERIALS)
1. "Rush" items
2. Items requested from the backlog
3. Reference
4. New books and scores
5. Collected works, historical sets, and monuments of music
6. Added copies
7. Retrospective conversion
8. Changes to catalog records (database cleanup)

SERIALS
The thrust of serials cataloging is bibliographic maintenance. Problems reported to the serials cataloger will be resolved within two (2) full workdays.

AUDIOVISUAL MATERIALS
1. "Rush" items
2. Westminster commercial recordings
3. New sound and video recordings
4. Added copies
5. Westminster archival recordings
6. Changes to catalog records (database cleanup)
7. LPs

When an item has been cataloged and is undergoing physical processing to make it shelf-ready, the cataloger will change the status in MATILDA from "Copy received as of ..." to "In process." The status for previously cataloged materials that are being corrected or revised will be changed to "Cataloging review."
"Rush" materials and items requested from the backlog are cataloged within two (2) full workdays; added copies, retrospective conversion, and LPs are cataloged as an individual cataloger's time permits, as is database cleanup.

2. DESCRIPTIVE CATALOGING, AUTHORITY CONTROL, AND SUBJECT ANALYSIS
Cataloging at Talbott Library conforms to OCLC norms and requirements as outlined in OCLC's Bibliographic formats and standards. Talbott Library adheres to the principles of shared cataloging by contributing original records to the OCLC WorldCat database as well as by enhancing records already in the database—e.g., by upgrading "K" level records or adding contents notes when none are present. All names, uniform titles, subjects, and series are checked against the OCLC online authority file. To the extent possible and practical, contents notes—usually for song anthologies and sound recordings—are added to the bibliographic record to maximize keyword access to works within collections. Also, names of lyricists and librettists are generally transcribed, even if the length of the record precludes their inclusion as added entries and/or subject headings. Finally, subject analysis may exceed "the rule of three" if, in the cataloger's opinion, expanded subject heading access would be beneficial for improved retrieval.

3. CLASSIFICATION
While Library of Congress classification is the norm, some areas of the collection are organized by different systems and retrieved via the public catalog or an alternative finding aid. For example, bound periodicals are not classified and are shelved alphabetically by title; audiovisual materials and octavos in the Performance Collection are shelved by accession numbers; music education materials are designated by ME and a number; works in the Choral Octavo Reference Collection are filed alphabetically by author (or arranger) and title, etc.
Talbott Library has developed and maintained an idiosyncratic call number system that combines
elements of C.A. Cutter's *Three-figure author table* (Swanson-Swift revision, 1969) with Library of Congress Cuttering norms. This system is pervasive but not exclusive. Call numbers for newer classes of materials, or areas of the collection that have been cataloged online in the recent past, might employ only the Library of Congress system. Call number assignment is left to the discretion of the individual cataloger based on an examination of how materials already in the collection had been cataloged within a particular classification.

E. PHYSICAL PROCESSING OF PRINT MATERIALS
Pam binding, comb binding, cover reinforcement, and construction of pockets for parts within a score are completed by library technical assistants. Other materials are sent to the bindery in approximately five annual shipments. Periodicals to be bound are sent only after the library has received a complete volume (or equivalent). Turnaround time is two weeks. The status of items sent out for binding is changed in MATILDA to display "At Bindery." All labels are printed in-house and applied by library technical assistants.

F. PRESERVATION OF PRINT MATERIALS
Library technical assistants perform routine preservation such as sewing, replacing worn covers, building and attaching new spines, reproducing missing pages, and tipping in loose pages.
APPENDIX

DISASTER PREPAREDNESS PLAN

Talbott Library
Westminster Choir College of Rider University
101 Walnut Lane
Princeton, New Jersey 08540

Prepared by Mi-Hye Chyun and Robert Terrio
for
The Library Academic Policy Committee
Rider University
August 2006

Table of Contents

PERSONNEL TO CALL IN A DISASTER Page 1
BUILDING EVACUATION PROCEDURES Page 2
TALBOTT LIBRARY FIRE EMERGENCY PROCEDURES Page 3,4
TALBOTT LIBRARY FIRE EMERGENCY EXIT PLAN Page 5
LEAKS AND FLOOD EMERGENCIES Page 6,7
POWER, HEAT, AND AIR CONDITIONING FAILURE Page 8
BOMB THREATS Page 9
LOCATION OF FIRE ALARMS AND FIRE EXTINGUISHERS AT TALBOTT Page 10
INVENTORY OF SUPPLIES Page 11,12
INVENTORY OF EMERGENCY SERVICES & EQUIPMENT Page 13
FREEZE DRYING Page 14

Revised plan approved by LAPC in October 2006
### PERSONNEL CONTACTS IN THE EVENT OF A DISASTER

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>OFFICE NUMBER</th>
<th>HOME NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rider University Dept. of Public Safety, Director</td>
<td>Vickie Weaver</td>
<td>896-7777 or 896-5029</td>
<td></td>
</tr>
<tr>
<td>Rider University Dept. of Public Safety, Coordinator</td>
<td>Frank Scharibone</td>
<td>896-5724</td>
<td></td>
</tr>
<tr>
<td>WCC Security</td>
<td>Vicky Weaver</td>
<td>896-7777</td>
<td></td>
</tr>
<tr>
<td>Dean of University Libraries</td>
<td>F. William Chickering</td>
<td>896-5111</td>
<td>917-498-4139</td>
</tr>
<tr>
<td>Chairperson, Talbott Library</td>
<td>Mi-Hye Chyun</td>
<td>921-7100 x8304</td>
<td>609-466-2173</td>
</tr>
<tr>
<td>Disaster Action Team</td>
<td>F. William Chickering</td>
<td>896-5111</td>
<td>917-498-4139</td>
</tr>
<tr>
<td></td>
<td>Mi-Hye Chyun</td>
<td>921-7100 x8304</td>
<td>609-466-2173</td>
</tr>
<tr>
<td></td>
<td>Rena Blakeslee</td>
<td>921-7100 x8335</td>
<td>908-369-5373</td>
</tr>
<tr>
<td>Library Fire Marshalls</td>
<td>Rena Blakeslee</td>
<td>921-7100 x8335</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Devin Mariman</td>
<td>921-7100 x8298</td>
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### CONSULTANTS/SPECIALISTS IN THE EVENT OF A DISASTER*

<table>
<thead>
<tr>
<th>Karl Niederer, Division Director</th>
<th>Jason Wagner</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey State Archives</td>
<td>Educational Testing Service Library</td>
</tr>
<tr>
<td>P.O. Box 307</td>
<td>400 Rosedale Road</td>
</tr>
<tr>
<td>Trenton, New Jersey 08625</td>
<td>Princeton, New Jersey 08541</td>
</tr>
<tr>
<td>609-633-8334</td>
<td>609-734-5296</td>
</tr>
<tr>
<td><a href="mailto:karl.niederer@sos.state.nj.us">karl.niederer@sos.state.nj.us</a></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Ronald Becker</th>
<th>Gary Saretzky</th>
</tr>
</thead>
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<tr>
<td>Special Collections, University Archives</td>
<td>Monmouth County Archives</td>
</tr>
<tr>
<td>Alexander Library</td>
<td>125 Symmes Drive</td>
</tr>
<tr>
<td>Rutgers University</td>
<td>Manalapan, New Jersey 07726</td>
</tr>
<tr>
<td>New Brunswick, New Jersey 08901</td>
<td>732-308-3772</td>
</tr>
<tr>
<td>732-932-7006</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rbecker@rci.rutgers.edu">rbecker@rci.rutgers.edu</a></td>
<td></td>
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</tbody>
</table>

* Also, consult the Disaster Recovery Yellow Pages (CD-ROM), shelved in Technical Services. From the Rider University Emergency Response Plan.
BUILDING EVACUATION PROCEDURES
(FIRE, EXPLOSION,EARTHQUAKE)*

1. All building evacuations will occur when an alarm sounds and/or upon notification by the Department of Public Safety or other emergency response personnel.

2. When an alarm is activated during an emergency, leave by the nearest marked safe exit and alert others to do the same.

3. Do NOT use elevators in the case of fire, explosion, and/or earthquake.

4. Once outside, proceed to a clear area that is at least 500 feet from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. *KNOW YOUR ASSEMBLY POINTS.*

5. Do NOT return to the evacuated building unless told to do so by a University or responding emergency response official (i.e. police, firefighter).

AFTER ANY EVACUATION, report to your designated area assembly point. Stay there until an accurate head count is taken.
FIRE EMERGENCY PROCEDURES FOR TALBOTT LIBRARY

MAIN FLOOR

ACCOUNTABILITY MARSHALL - Main Floor:
M-F, days - Coordinator of Circulation
Evenings and weekends - Circulation Supervisor
Department secretary is back up
Duties:
- Accounts for all occupants of the library
- Reports missing people to the security officers

FIRE EXTINGUISHER LOCATION: near Main Door to Library Reading Room Use only in case of small fire.

FLASHLIGHT: Under Circulation Desk in front of Coordinator's desk.

Fire Alarm Procedures - Do Not Panic!
- Proceed to the nearest EXIT.
  > People located in the circulation area exit through the main entrance of Talbott Library.
  > People located in the librarian's offices, in the processing area, or in the back study area, exit through the Music Computing Lab.
  > All Patrons must leave with staff.
  > Call OHS at 252-0211 to alert anyone who is using that area.
- Check the door by touching the handle or the door itself.
  > If hot, do not open the door.
  > If exit is blocked by smoke or fire, use the other exit.
  > If both exits are blocked, use the spiral staircase located in Special Collections to exit through the Performance Collection. There is an exit from the Performance Collection to the left of the spiral staircase when you reach the bottom of the stairs. Follow the hallway to the loading dock door.
- Report to the grassy area on the "Great Plains" (the area between Talbott and Seabrook Hall).
  > Stay in that area to be accounted for and to await further instructions.
  > DO NOT re-enter the building.
- If all exits are blocked, call 7777 or 911.

If You See Smoke Or A Fire:

- Stay Calm.
- Activate the nearest fire alarm.
- Main Floor has two fire alarms. One is located by the entrance door to the main library. The other is located on the wall near the exit to the Music Computing Lab.
- Evacuate the building, using the above procedures.
- Call 7777 (from campus phone), or 911 (from a cell or public phone)
  State:
  - Your name, telephone number and location.
  - The location of the emergency.
  - The type of emergency (e.g. smell smoke, see smoke or fire, etc.)
• What is burning
  *Do not hang up until told to do so.

PERFORMANCE COLLECTION

ACCOUNTABILITY MARSHALL: Coordinator of the Performance Collection (if Coordinator of the Performance Collection is not available, the Library Secretary should be contacted).

FIRE EXTINGUISHER LOCATIONS: Two in Performance Collection (one by rear door by spiral stairs, the other by the front office door); one in the hallway across from L3. Use only in case of small fire.
FLASHLIGHTS: Large, heavy-duty flashlight on Performance Collection counter; small flashlight in top right drawer of Coordinator's desk.
FIRE EMERGENCY EXIT PLAN

Do Not Panic
Proceed to the nearest EXIT.

> Check doors before opening by touching the handle or door itself to see if it is hot. If hot, do not open the door but take alternate exit if possible.
> All persons on lower level of library (classrooms, offices, restrooms) should follow the hallway to exit through the back door (by the Loading Dock).
> Performance Collection staff members assist the evacuation of classrooms and restrooms. All persons are to leave with staff.

■ If loading dock exit is blocked:
1. Use the stairs to exit through main entrance to Talbott Library
   OR
2. If necessary, use the spiral staircase located in the back of the Performance Collection/Special Collections to exit through the main floor. If Performance Collection Coordinator is not available to unlock cage door call Main Library (ext. 8237).
■ If all exits are blocked, call 7777 (Campus Security) or 911.

Report to the grassy area on the "Great Plains" (the area between Talbott and Seabrook Hall)
LEAKS AND FLOOD EMERGENCIES

In case of damage from water either from a leaking roof, broken pipes, seepage or the water used by firefighters to control a fire, action must be taken within 48 hours of the emergency or the damage may be irreversible.

Follow the procedures outlined below. They are in rough chronological order but in some instances, many of the activities are carried on simultaneously.

TAKING STOCK OF THE SITUATION
Once the disaster area has been designated safe to work in, the Disaster Action Team will determine the extent of damage, propose appropriate steps for remedying the situation, and locate space for recovery. If leaking continues, cover book ranges, cabinets, and equipment with plastic sheeting, or if possible remove materials from shelves. For materials that are wet, the team will decide whether they should be air dried, removed to a freezer facility, or discarded.

CONTROL OF ENVIRONMENT
To slow down the growth of mold and mildew, the temperature and humidity must be low in the emergency area. Use fans, open windows, open doors, and use dehumidifiers to increase air circulation.

Be aware of electrical equipment and wiring, which may be sitting in water. If necessary, the power should be turned off to eliminate the possibility of electric shock. Department of Public Safety will determine if the area is safe to enter.

RECOVERY OF MATERIALS THAT ARE SLIGHTLY WET
Good table space is essential for the recovery area where materials are sorted and dried. The area must have good air circulation, low temperature and low humidity. Book trucks must be available for removal of materials from the disaster area to the recovery area and then, if necessary, to an outside facility.

For books that are slightly wet:
- Cover worktable with paper towels or blank newsprint.
- Stand books upright on their drier ends with pages slightly fanned out.
- Coated stock must have every page interleaved with a paper towel.
- Place paper towels between the front and back of the adjacent flyleaves.
- As all books dry, interleave paper every 50 pages or so and repeat the process several times in a 12-hour period.

After books have been dried, use a book press to treat waffled or mildly distorted bindings.

BOOKS THAT ARE HEAVILY SOaked
Loosely wrap heavily soaked books in freezer paper and place them in plastic milk crates for shipping to freezing facility. Do not overload milk crates since wet books are very heavy. Mark each crate with an easily identified number so that materials can be kept in shelf list order. If the books cannot be frozen before they are dried, interleave the pages with blank newsprint or paper towels.

SPECIAL MATERIALS THAT ARE WET
Electronic Equipment, Computers
Immediately call the Safety Coordinator (x5724) or other Department of Public Safety personnel who will be able to evaluate the situation and determine if it is safe to work or walk around electrical equipment that may be wet. If water has reached wiring,
DO NOT attempt to turn off the electricity.

As far as PCs and other computer equipment are concerned, if there is no threat to personal safety and the equipment is not wet, save in-process documents to disk, store disk in a safe place and turn off the equipment.

Film, Microfilm, Photographs
Wet film, microfilm and photographs should not be allowed to dry since they will begin to crinkle and stick together if they dry. They should be kept soaked in clean tap water in plastic bags, which can be shipped to an outside facility for restoration.

Videotapes, Audiotapes, Computer Tapes
These tapes should be removed from water as soon as possible and their contents copied to save the information on them. Water-damaged magnetic tapes may not be fully recovered. If magnetic tapes are only slightly wet, wipe them dry with soft absorbent material (Handiwipe).

RECORD KEEPING
A careful record (to include photographing) should be made of the number of books, periodicals, videotapes, etc., damaged, restored or lost. This information can be used for insurance purposes or for official reports of the administration or faculty.
POWER, HEAT, AND AIR CONDITIONING FAILURE

EXAMPLES OF POWER FAILURE SITUATIONS
1. An electrical storm occurs making it likely electrical power will be interrupted.
2. The Department of Public Safety or Facilities Management calls the Library to say there is an emergency and all electrical power will be turned off.
3. A member of the library staff opens the doors of the Library and discovers the power is off.
4. Electrical power is interrupted, just for a few minutes.

PROCEDURES
In the case of a power failure that lasts more than 10 minutes, standard evacuation or fire drill procedures should be followed. If the emergency should occur in the evening hours, flashlights from Disaster Supplies should be located and used to assist in evacuating the building.

Department of Public Safety (x7777) and Facilities Management (x5080) should be notified immediately.
A prolonged power failure will affect the equipment in the Computer Room. Meghan Weeks or Sharon Yang will follow a series of instructions to protect the computer equipment in an emergency. In their absence, anyone on the staff can follow these same emergency instructions, which are posted in the computer room.

Phone numbers:

Meghan Weeks: x5494; home: 609-371-5350; cell: 732-740-2903
Sharon Yang: x5730; home: 609-882-8604; cell: 609-658-5606
BOMB THREATS

If a suspicious object or package is found or a bomb threat is received, it is essential to:

1. Notify the Department of Public Safety (Emergency phone ext. 7777).
2. Clear the entire building immediately if advised by the Department of Public Safety. If the building is evacuated, no one should re-enter the building until the Department of Public Safety has declared the area safe for use.

If a suspicious object or package is found:
The Department of Public Safety (Emergency phone ext. 7777) should be notified as soon as a suspicious object or package is found. As soon as they have been notified, clear the entire building. No one should re-enter the building until the Department of Public Safety has declared the area safe for use.

If a bomb threat is received by phone:

1. If a staff member receives a call reporting a bomb threat, he or she should remain calm and try to get answers to the following questions as quickly as possible:
   - When will the bomb explode?
   - Where is the bomb?
   - What does the bomb look like?
   - When was the bomb planted?
   - What will detonate the bomb?

2. The staff member receiving the bomb threat should carefully note the following:
   - The exact words used by the caller.
   - The stated motive for the bomb threat.
   - The quality of the caller's voice (whether it is young or old, female or male, or someone with an accent).

3. If possible during the phone conversation, the staff member should signal to a nearby employee who can then notify the Department of Public Safety (Emergency phone ext. 7777). The Department of Public Safety will notify all other appropriate personnel, including the Dean of University Libraries. If the staff member is alone, end the phone call as quickly as possible and call the Department of Public Safety (Emergency phone ext. 7777). As soon as they have been notified, clear the entire building. No one should re-enter the building until the Department of Public Safety has declared the area safe for use.
LOCATION OF FIRE ALARMS AND FIRE EXTINGUISHERS AT TALBOTT LIBRARY
(As of August 22, 2006)
**INVENTORY OF SUPPLIES ON HAND OR AVAILABLE LOCALLY **

Storage Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol (Denatured)</td>
<td></td>
<td></td>
<td>To clean the bindings of books infested by mold</td>
</tr>
<tr>
<td>Book Trucks</td>
<td></td>
<td>Circulation Desk</td>
<td>To transport Library materials from the scene of the disaster</td>
</tr>
<tr>
<td>Boots, Rubber</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td></td>
</tr>
<tr>
<td>Brooms</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td></td>
</tr>
<tr>
<td>Buckets</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td></td>
</tr>
<tr>
<td>Dehumidifiers</td>
<td></td>
<td></td>
<td>To combat mold development by humidity control</td>
</tr>
<tr>
<td>Disinfectant (Lysol, Clorox)</td>
<td></td>
<td></td>
<td>To destroy mold infestations on shelves, walls, floors</td>
</tr>
<tr>
<td>Extension Cords</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td>For fans, generators, water pumps</td>
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<tr>
<td>Fans</td>
<td></td>
<td>Facilities</td>
<td>To air dry wet books</td>
</tr>
<tr>
<td>First Aid Kits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** An inventory of supplies should be taken every July by the Departmental Secretary and supplies replaced at that time.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashlights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freezer Paper</td>
<td></td>
<td></td>
<td>To separate books, which are being packed for freeze drying</td>
</tr>
<tr>
<td>Generator</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td>Provide an emergency source of electric power</td>
</tr>
<tr>
<td>Hand trucks</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td>To move boxes of books at one time</td>
</tr>
<tr>
<td>Mops</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td></td>
</tr>
<tr>
<td>Paper Towels</td>
<td></td>
<td>Facilities Storage Room</td>
<td>To interleave books being air dried; to cover drying tables</td>
</tr>
<tr>
<td>Plastic Garbage Bags</td>
<td></td>
<td></td>
<td>To carry away ruined books; to hold microforms, tapes and films that are wet</td>
</tr>
<tr>
<td>Plastic Milk Crate</td>
<td></td>
<td>Aramark Food Services, x8233</td>
<td>To transport wet books to a freezing facility</td>
</tr>
<tr>
<td>Plastic Sheeting</td>
<td></td>
<td></td>
<td>To protect book shelves, books, and equipment from water leaks</td>
</tr>
<tr>
<td>Scissors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape (masking)</td>
<td></td>
<td></td>
<td>To hold plastic sheeting in place</td>
</tr>
<tr>
<td>Wet/Dry Vacuums</td>
<td></td>
<td>Facilities, x8272 or 896-5080</td>
<td>To pick up small quantities of water</td>
</tr>
<tr>
<td>Water Pumps</td>
<td></td>
<td>Facilities, x8272 Call: 896-5080</td>
<td>To remove large quantities of water from a flooded area</td>
</tr>
<tr>
<td>Wax Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOISTURE CONTROL

Munters Corporation
Moisture Control Services
160 Raritan Center Parkway, Suite 11
Edison, New Jersey 08837
www.munters.us
Contact: Jamie Moore
Phone: 1-800-MUNTERS (1-800-686-8377)

Services:
Water Pumping
Water vacuuming
Moisture removal - floors, walls, furniture
Air-drying of materials
FREEZE DRYING

FREEZERS
Freezing water-soaked materials within 48 hours after a disaster can minimize mold damage. Freezing has no injurious effects on paper and binding and it can be used safely for books, periodicals, maps, and other paper materials. It is not recommended for microforms and photographic prints.

Aramark Food Services
Phone: x8233 or 896-5061
Artic Ice Cream Company
22 Artic Parkway
Trenton, New Jersey
Phone: 609-393-4264

Atlas Cold Storage
2525 Bergey Road
Hatfield, Pennsylvania 19440
Contact: Ellen Van Patten
Phone: 215-721-0700, x111

FREEZE DRYING
In this process, the water in the materials remains frozen but is removed in the drying process without becoming liquid. This process is one of the few ways of reducing staining of materials and saving glossy coated paper stock.

American Freeze-Dry, Inc.
39 Lindsey Avenue
Runnemede, New Jersey 08078
Contact: John or Francine Zioance
Phone: 856-546-0777
Services:
Vacuum-freeze drying of books
Refrigerated trucks by arrangement
Freezer storage, minus 20 degrees
Plastic milk crates
Smoke odor removal by arrangement
Fumigation by arrangement
Cleaning of materials by arrangement

PLASTIC MILK CRATES
These are the best containers for carrying wet books to a freezing or freeze dry facility. Water drains easily out of the sides of the crates.

Aramark Food Services
Phone: x8233 or 896-5061
Johanna Foods
Johanna Farms Road
Flemington, New Jersey
Phone: 908-788-2200 x414
Contact: Judy Burkbower