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Library Preservation and Access for Everyone

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# Library Preservation and Access for Everyone

Hiroshi Ando, Kunitachi College of Music
Stephen Luttmann, University of Northern Colorado
8th SEADOM Congress, Vientiane, Lao PDR
26 March 2016

SEADOM and Music Libraries

- 2014 SEADOM presentation (Bangkok)
  - PowerPoint slides illustrating preservation techniques and interlibrary lending
  - Available at http://www.seadom.org/resources/powerpoint/file/music_library_cooperative_plan.pptx

- 2016 SEADOM presentation (Vientiane)
  - Series of videos illustrating preservation techniques (Hiroshi) – YouTube channel "SEADOM library videos"
  - List of necessary supplies, with affordable substitutions (Hiroshi)
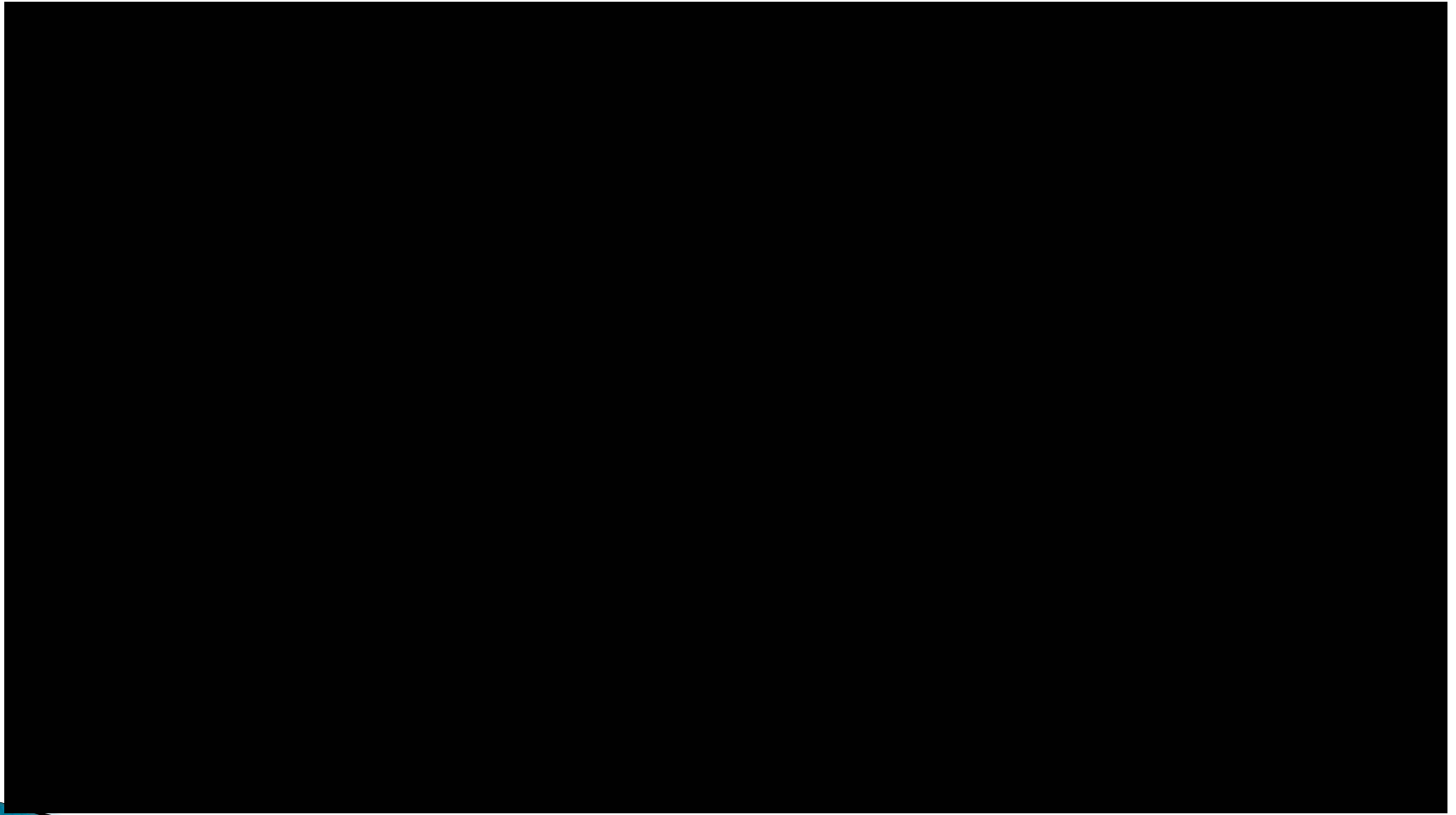 - Making your unique collections discoverable and searchable (Steve)
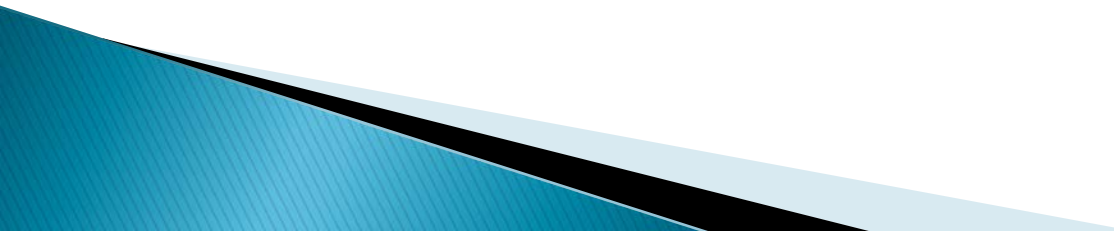
Reattaching a Hardcover Text Block
(https://youtu.be/XjbeQRgowQ8)

Repair a Page Tear
(https://youtu.be/tQ2nJI4K6So)
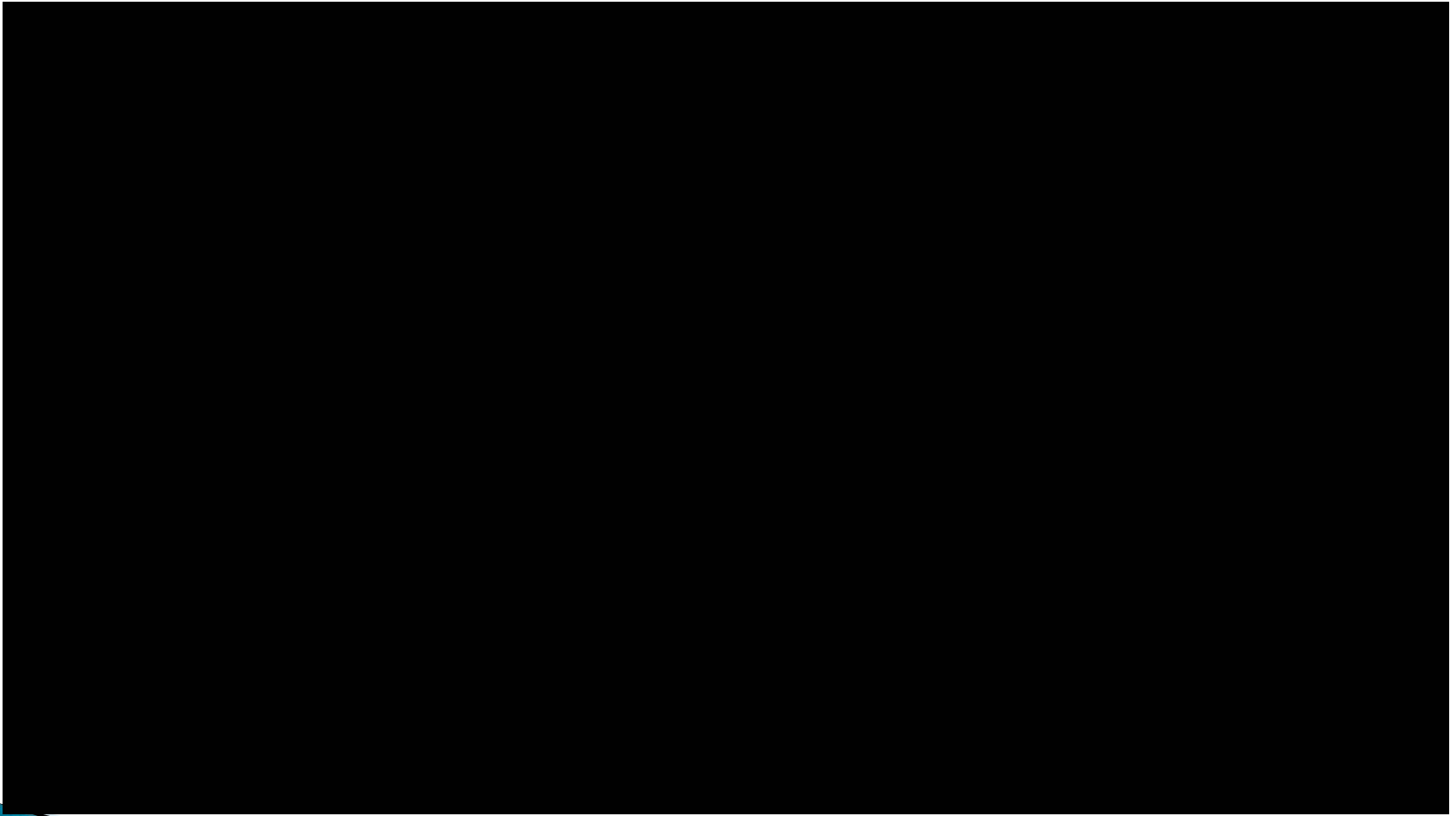
Essential Tools for Sewing

- Awl, or other tool that
  - has a sharp point
  - can make a hole about 1 mm wide through several sheets of paper

- Thread, preferably 3-ply waxed cotton cord
  - if using regular thread, double it
  - if unwaxed, rub thread against a candle to wax it

- Needles with eyelets wide enough for thread

Essential Tools for Paper Repair

- Water brush
- Waxed paper (plastic sheets may be an acceptable substitute for some uses)
- Paint brushes
- Japanese paper (Japanese tissue)
  - *kozogami* in Japanese
  - made from paper mulberry tree (Broussonetia papyrifera)
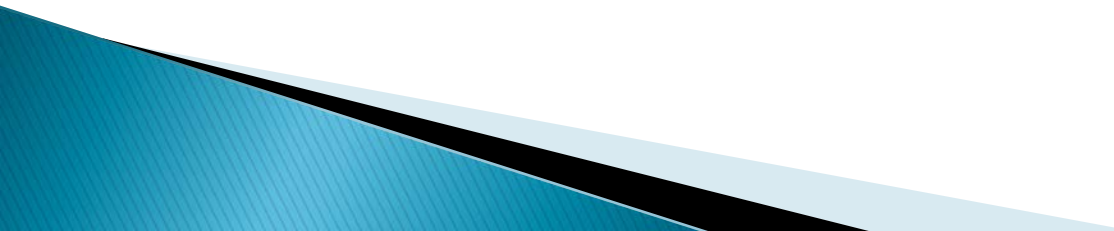 - available from art and specialty paper shops
  - no easy substitute

Tools when Using Japanese Paper

Essential All-Purpose Tools

- Skewers or rods (chopsticks will often work)
- Tweezers
- Cotton cloth
- Gauze bandages
- Spatula (or other tool with long, smooth, blunt edge)
- Wheat paste
  - 160 ml water
  - 30 ml white wheat starch or flour
  - mix; cook gently until hot, stirring frequently; let cool
  - keeps for about 1 week

Providing Access to Unique Materials

- What kinds of unique materials?
  - Recordings of performances (YouTube?)
  - Compositions and arrangements by faculty and artists associated with your institution
  - Unpublished (and published?) scholarly research
- Why collect these things?
  - They're your heritage
  - They're valuable to future research and production
- How to tell the world what unique materials you have? . . .

Before the Web: the Finding Aid

A Guide to the James De Forest Cline Faculty Papers (SC 72). 6/08/2010. sjs.

A Guide to the James DeForest Cline Faculty Papers

Repository: University of Northern Colorado, James A. Michener Library, Archival Services

Collection number: SC 72   **Accession number:** Unknown

Title: A Guide to the James DeForest Cline Faculty Papers

Author: Inventory prepared by Shirley Soenksen on 2010 June 8.

Dates: Circa 1929-1951

Creator or Collector: Cline, James De Forest, 1885-1952.

Size: 27.5 linear feet

Language: English

Abstract: This collection consists primarily of music written by James DeForest Cline. Some books and lyrics were written by Robert Cecil Pooley, who taught at the University from 1927-1932. He received a B.A. from the University of Northern Colorado in 1927 and a M.A. in 1928.

Scope and Content Note: This collection consists primarily of music written by James DeForest Cline. Some books and lyrics were written by Robert Cecil Pooley, a graduate and former faculty member of the University of Northern Colorado.

Researchers may wish to consult the following collections:

Music Faculty – Compositions and publications (RG6 S3 F8)

Faculty publications and publications records articles, speeches and ephemera (RG6 S3 F3)

Faculty/administrator clipping file and publication record (RG6 S7 F1)

The Mirror – student newspaper

Cache La Poudre – student yearbooks

Lucille Mae Setzler (Pooley) scrapbook. 1924-1928 (RG20 S1 F8)
        This scrapbook contains performance programs, sports programs, clippings, mementos She was a graduate of the University of Northern Colorado and the wife of Robert Cecil Pooley.

Esther Lotz Colorado State College Collection (SC 27, Box 2, Folder :Photographs—Special events).
        A photograph of Katy Trumbull in the Egyptian dance in "Aleesha" given in April 1933.

The Greeley Philharmonic Orchestra: a Century of Musical Magic, 1911-2011. Denver, CO: Paros Press, 2010.

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Figure 1. James DeForest Cline

Biography of James De Forest Cline:
James DeForest Cline was Professor of Music at the University of Northern Colorado from 1922 to 1949. He composed, patriotic marches, choral music, an oratorio, an operetta, several school songs and the University's current school song "Ah, Well I Remember." He also served as conductor of the Greeley Philharmonic Orchestra from 1923-1933.

He received an honorary degree from the University of Northern Colorado in 1940.

Aleesha was performed on campus in Spring 1933. *Alisha* was performed in January 1929.

Sources consulted;

University of Northern Colorado. Graduate School & International Admissions. "Honorary Degrees Conferred." Greeley, CO: University of Northern Colorado, Graduate School & International Admissions, 2009. Accessed June 8, 2010: <http://www.unco.edu/grad/forms/honorarydegrees.pdf >.

University of Northern Colorado. Archival Services. *Archives Studies - V. 25: Theatre/Opera/Dance Productions by CSNS, CTC, CSCE, CSC, UNC; 1889- .* Accessed June 8, 2010: <http://library.unco.edu/archives/arc_study25.htm>.

Biography of Robert Cecil Pooley:
Robert Cecil Pooley taught at Colorado State Teachers College (now the University of Northern Colorado) from 1927-1932. Positions held include: Professor of Extramural Education; Training Teacher, Teachers' College High School; Assistant Professor of Secondary Education; and Assistant Professor of English.

Sources consulted:

Linscome, Mary, ed. *Faculty Roster 1891-1983 with Some Information 1983- Added.* UNC Archives Studies Volume 4 – 1998. Greeley, Co: James A. Michener Library, University of Northern Colorado, 1988. (RG13 S1 F4).

Arrangement (required for multiple level collections):

This collection is partially processed:

Restrictions on Access: The collection is open for research.

Before the Web: the Finding Aid

A Guide to the James De Forest Cline Faculty Papers (SC 72). 6/08/2010. sjs.

Restrictions on Use: Copyright restrictions may apply. User is responsible for all copyright compliance. Please contact the UNC University Libraries Archival Services Department at library.archives@unco.edu or 970-351-2854 for further information.

Preferred Citation: [Description of Item], James De Forest Cline Faculty Papers (SC72), Archival Services, James A. Michener Library, University of Northern Colorado, Greeley, Colorado.

Acquisition Information (if applicable):
[Transfer from the Music Library?]..

Documentation relating to the acquisition is on file in Archives, RG 13 S1 F1.

Subjects:
Cline, James De Forest, 1885-1952.
Aleesha
The Lord High Almighty.
Menk, Anthony, 1915- .
Chadwick, John Elbert, 1897-1987.

Inventory:

Box 1

Contained materials by University of Northern Colorado music professors: Anthony Menk and John Elbert Chadwick. Their materials have been transferred to:

RG6 S3 F8-1 -- John Elbert Chadwick

RG6 S3 F8-3 -- Anthony Menk

Box 2

No. 3. Chorus. *The Lord Most High is Terrible*. J. DeForest Cline. E.146. Reproduction. Copies 1-21, 23-26.

The Lord Most High is Terrible. Chart showing the number of copies.

Box 3

No. 3. Chorus. *The Lord Most High is Terrible*. J. DeForest Cline. E.146. Reproduction. Copies 27-49.

Box 4

No. 3. Chorus. *The Lord Most High is Terrible*. J. DeForest Cline. E.146. Reproduction. Natco—No.12. Copies 50-75.
       Chorus Book 50 – Conductor.

Three ways to provide online access:
1. Finding Aid in HTML/XML format

Three ways to provide online access:
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Three ways to provide online access:
1. Finding Aid in HTML/XML format

Three ways to provide online access: 2. PDF linked to web page

Three ways to provide online access: 2. PDF linked to web page

His family moved to Denver from New York City when he was five, and he later returned there to study music. At the age of 17 he became a violin soloist with the Red Path Chautauqua and Lyceum and performed with them for seven years, traveling across the country.

Ginsburg settled in Denver at the age of 22 and headed the string department at Wolcott Conservatory of Music, which later became the Denver College of Music. While at the Wolcott Conservatory he organized the Denver String Quartet and was its first violinist. He was head of the string department there until he took a position teaching music at Colorado State Teachers College in Greeley in 1931.

Ginsburg began teaching music at Colorado State Teachers College in Greeley and continued teaching there until 1957. He received his Master of Arts degree in Music from CSTC in 1942, and in 1952 CSCE recognized his achievements by awarding him an honorary Doctor of Music degree.

An extraordinarily accomplished violinist, he served as concertmaster for the Denver Symphony Orchestra for over 20 years. He was the concertmaster for the Rudolph Ganz and Henry Hadley orchestras at the summer concerts held at the original Elitch Gardens, and was the concertmaster for the Central City Opera orchestra

Ginsburg's superb musicianship also carried over to his orchestral leadership. As musical director of Denver's KOA radio, he conducted ensembles for the General Electric Hour and McMurtry Golden Melodies. He was also the conductor for the America Theatre Company, which accompanied silent movies.

When he came to Greeley, Ginsberg played a major part in the Greeley Philharmonic Orchestra, first as concertmaster, and then beginning in 1934 as its conductor. In his 26 years as the maestro, he contributed greatly to its success and longevity, including bringing great artists to the area and launching the Junior Philharmonic. He retired from that position in 1970.
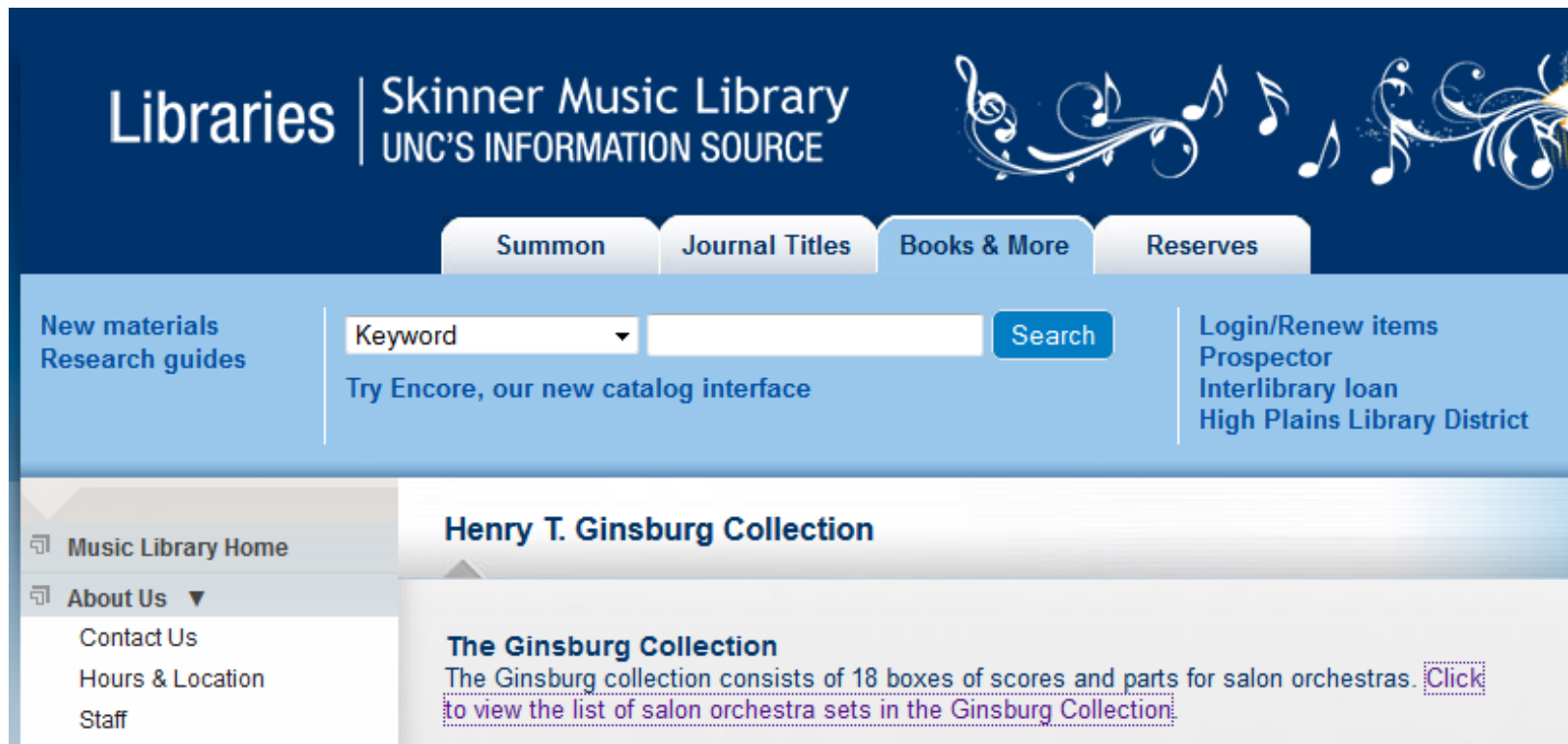
Mrs. Blanche L. and Dr. Henry T. Ginsburg

He and his wife Blanche, who was also a violinist, continued to mentor young Greeley violin students for twenty years following his retirement from CSCE. Many of their students felt very close to them and fondly referred to them as Uncle Henry and Aunt Blanche.

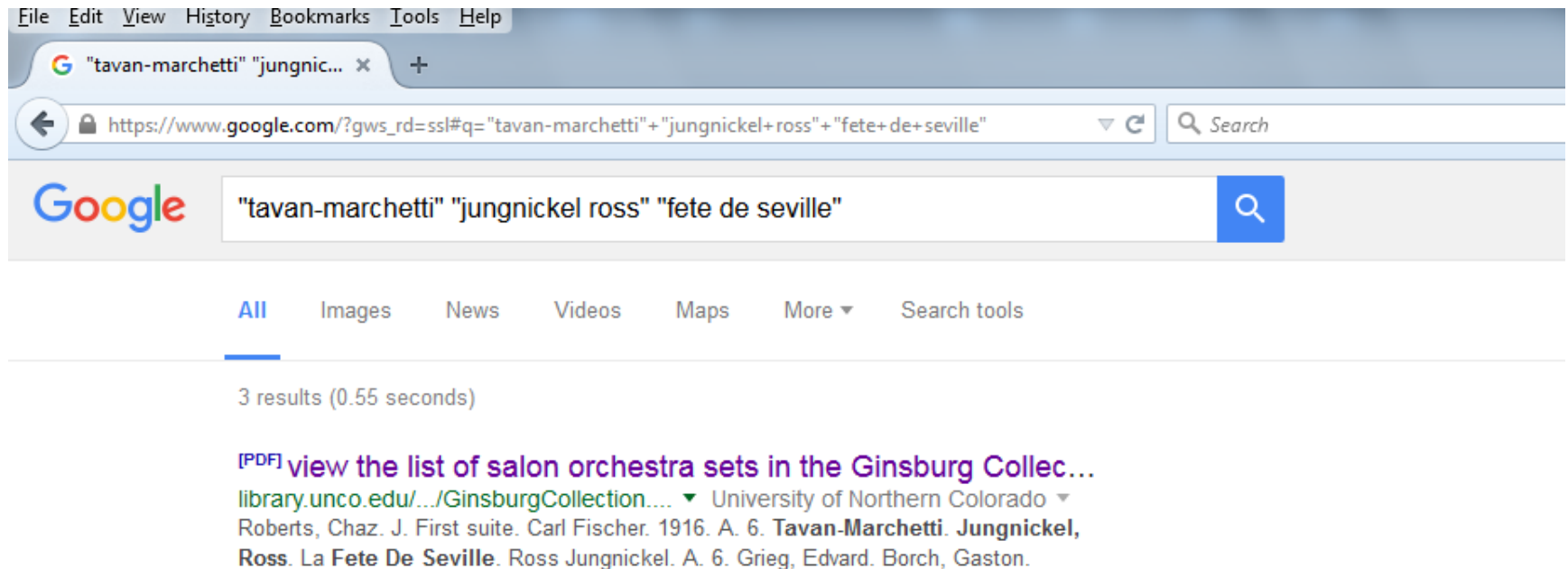# Three ways to provide online access: 2. PDF linked to web page

Three ways to provide online access: 2. PDF linked to web page

Box	Folder Number	Composer/Arranger	Arranger	Title	Publisher	Pub Date
A	2	German, Ed.	Langey, Otto	Suite	G. Schirmer	1911
A	3	Nicode, Jean Louis	Roberts,Chas J.	Scenes from the south	Carl Fischer	
A	4	Grieg, Edvard	Roberts, Chas. J.	Suite for orchestra	Carl Fischer	1913
A	5	Bizet, Georges	Roberts, Chaz. J.	First suite	Carl Fischer	1916
A	6	Tavan-Marchetti	Jungnickel, Ross	La Fete De Seville	Ross Jungnickel	
A	6	Grieg, Edvard	Borch, Gaston	Three lyric pieces	G. Schirmer	1916
A	7	Grieg, Edvard	Borch, Gaston	Three lyric pieces	G. Schirmer	1917
A	8	Massenet, Jules	Tobani, Theo. M.	Scenes Alsaciennes	Carl Fischer	n. d.
A	10	Bizet, Georges	Margis-Berger	L' Arlesienne	Carl Fischer	1918
A	11	Bizet, Georges	Tobani, Theo. M.	L'Arlesienne	Carl Fischer	1918
A	12	Friml, Rudolf	Schmid, Adolf	Suite melodique	G. Schirmer	1916
A	13	Delibes, Leo	Jungnickel, Ross	Ballet music "La Source"	Ross Jungnickel	1912
A	14	Delibes, Leo	Jungnickel, Ross	Ballet la source	Ross Jungnickel	1920
A	15	Popy, Francis	Schmid, Adolf	From India	G. Schirmer	1922
A	16	Gounod, Ch.	Moses, Theo	Ballet-music	Carl Fischer	1895

PDF contents retrievable via Google search

Three ways to provide online access: 3. spreadsheet linked to web page

Vid Jazz [Compatibility Mode] - Microsoft Excel

F8   Aebersold/Sum. Jazz Wrkshps

	Event	Category	Tape#	Format	Master?	Performer	Director	Date	Box#	Notes
1	Event	Category	Tape#	Format	Master?	Performer	Director	Date	Box#	Notes
2	UNC/Greeley Jazz Festival	VJ	1	VHS		VJ I, Lab I, Combo I		4/25?/1984	VHS 1	
3	UNC/Greeley Jazz Festival	GA	2	VHS	master	John Scofield		? 4/?/1986	VHS 1	probably 5/1/1987
4	Lab Band Concert	LB	3	VHS		Lab I		1986	VHS 1	
5	Vocal Jazz	VJ	4	VHS				1986-87	VHS 1	
6	Vocal Jazz Festival	VJ/GA	5	VHS	master	VJ I & The Ritz		1987	VHS 1	
7	The Ritz	VJ/GA	5.3	VHS		The Ritz		5/14/1987	VHS 1	
8	CBS Sunday Morning		5.5	VHS		Aebersold/Sum. Jazz Wrkshps		10/4/1987	VHS 1	
9	UNC/Greeley Jazz Festival	CO	6	VHS		Combo I		? 5/1/1987	VHS 1	
10	UNC/Greeley Jazz Festival	LB	7	VHS	master	Lab I		? 5/2/1987	VHS 1	
11	UNC/Greeley Jazz Festival	LB	7.3	VHS		Lab I		? 5/2/1987	VHS 1	
12	Lab Band Concert	LB	8	VHS	master	Bands I, II		11/13/1987	VHS 1	
13	Lab Band Concert	LB	8.3	VHS	master	Bands I, II		11/13/1987	VHS 1	
14	Lab Band Concert	LB	9	VHS	master	Bands III, IV, V, VI		11/13/1987	VHS 1	
15	Lab Band Concert	LB	9.3	VHS	master	Bands III, IV, V, VI		11/13/1987	VHS 1	
16	Vocal Jazz Concert	VJ	10	VHS		Axidentals, VJ I, II, III		11/23/1987	VHS 1	
17	Vocal Jazz Concert	VJ	11	VHS	master	Axidentals, VJ I, II, III		11/23/1987	VHS 1	
18	Lab Band, Combos	LB/CO	12	VHS		Lab II, Combos	Baymar,Wilkinson,Neo-Creole	2/19/1988	VHS 1	
19	Lab Band Concert	LB	13	VHS		Bands VI, V, IV, III		2/19/1988	VHS 1	
20	Combo Concert	CO	14	VHS		Combos	Wilkins,Cox,Heberer,Bohnenblust	2/29/1988	VHS 1	
21	Lab I, Roy Galloway, VJ I, Axidentals	LB/VJ/GA	15	VHS, tape #1	master	Lab I, Roy Galloway, VJ I, Axidentals		3/12/1988	VHS 1	
22	Lab I, Roy Galloway, VJ I, Axidentals	LB/VJ/GA	15.3	VHS, tape #2	master	Lab I, Roy Galloway, VJ I, Axidentals		3/12/1988	VHS 1	
23	Combo Concert	CO	16	VHS		Combos	Webb,Buckley,Bolton,Scott	3/?/1988	VHS 1	possibly 4/28/1989
24	Combo Concert	CO	17	VHS		Combo VII	John Webb	4/28/1989	VHS 1	
25	Combo	CO	18	VHS		Dixie Combo	Paul Speidel	4/28/1989	VHS 1	

Vid Jazz

A spreadsheet can be sorted

Sorted for "Vocal Jazz"

	A	B	C	D	E	F	G	H	I	J
1169	Vocal Jazz	VJ	4	VHS				1986-87	VHS 1	
1170	Vocal Jazz	VJ	27	VHS		Axidentals in Hawaii		6/30-7/5/1988	VHS 1	incl. 8 photos
1171	Vocal Jazz	VJ	27.3	VHS		Axidentals in Hawaii		6/30-7/5/1988	VHS 1	incl. 12 photos
1172	Vocal Jazz	VJ	36	S-VHS		Axidentals, Terra Nova at NAJE		1/14/1989	VHS 1	
1173	Vocal Jazz	VJ	54	S-VHS		Sus 4 at Disney World		4/21/1989	VHS 1	
1174	Vocal Jazz	VJ	54.3	S-VHS		Sus 4 at Disney World		4/22/1989	VHS 1	
1175	Vocal Jazz	VJ	55	VHS	master	Axidentals-Sus 4		4/?/1989	VHS 1	
1176	Vocal Jazz	VJ	60	VHS		Vocal Jazz TAs at Shell Lake Teachers Solo Night		?/7/1989	VHS 2	
1177	Vocal Jazz	VJ	75	S-VHS		Terra Nova		3/9/1990	VHS 2	
1178	Vocal Jazz	VJ	101	S-VHS, tape #1		VJ I		3/8/1991	VHS 2	
1179	Vocal Jazz	VJ	102	S-VHS, tape #2		VJ II		3/8/1991	VHS 2	
1180	Vocal Jazz	VJ	103	S-VHS, tape #1		VJ I		3/9/1991	VHS 3	
1181	Vocal Jazz	VJ	104	S-VHS, tape #2		VJ II		3/9/1991	VHS 3	
1182	Vocal Jazz	VJ	125	VHS		Axidentals at Montana Music Ed	Gene Aitken	10/17/1991	VHS 3	
1183	Vocal Jazz	VJ	126	VHS		Axidentals at Casey's Golden Ph	Gene Aitken	10/18/1991	VHS 3	
1184	Vocal Jazz		143	VHS		Channel 4 VJ 1 Grammy newspot		?	VHS 3	
1185	Vocal Jazz	VJ	144	S-VHS, tape #1		??Axidentals at Le Cafe		?	VHS 3	
1186	Vocal Jazz	VJ	145	S-VHS, tape #2		??Axidentals at Le Cafe		?	VHS 3	
1187	Vocal Jazz	VJ	147	S-VHS		The Axidentals and Dick Grove		?	VHS 3	
1188	Vocal Jazz	VJ	148	VHS		Channel 4 VJ 1 Grammy newspot		?	VHS 3	
1189	Vocal Jazz	VJ	163	VHS		Etc. at Indian Head Center		? 7/?/1992	VHS 4	date from old list; t
1190	Vocal Jazz	VJ	197	VHS		VJ I		?	VHS 4	
1191	Vocal Jazz	VJ	200	VHS		VJ II	Mikkel Gardner	?	VHS 4	
1192	Vocal Jazz	VJ	232	VHS		Axidentals at Montreux		7/14/1992	VHS 4	
1193	Vocal Jazz	VJ	256	VHS		Sus 4, Etcetera, Axidentals		11/16/1992	VHS 5	

To sort within a sort, copy your selection into a new spreadsheet and execute a new sort

Overview of formats

- Web page
  - + : accessible via web browsers (e.g., Google)
  - − : most difficult to maintain
  - − : can't be sorted
- PDF linked to web page
  - + : accessible via some web browsers (e.g., Google)
  - − : can't be sorted
- Spreadsheet linked to web page
  - + : sortable
  - − : not accessible via web browsers?

Recommendation:
- link in both PDF and spreadsheet formats
- (you're creating the PDF from a spreadsheet already)
- also create web page if resources and expertise permit

But wait, there's more . . .

- If your library is too small for an online catalog, or

- If you can't afford library catalog software . . .

- *Publish your library holdings as a spreadsheet*!
  - Users can access your "catalog" online
  - Users can sort by field (e.g., all the Mozart, all the vocal scores, all the fake books)
  - Users can search by word (ctrl-f)
  - If you share with other libraries, they can easily see what you have

Questions?

- Hiroshi Ando: andohiroshi1860@gmail.com

- Steve Luttmann: stephen.luttmann@unco.edu

- To link a spreadsheet to a web page: http://smallbusiness.chron.com/insert-excel-workbook-40129.html