I. Unit Narrative

The Music and Performing Arts Library (MPAL) serves one large school (Music) and two smaller departments (Dance and Theatre), all three of which are actively engaged in scholarship, creation, and performance and require a wide variety of materials in different formats. We serve an estimated 1,000 students and 150 faculty as our core constituents, in addition to the numerous individuals on and off campus who regularly use our collections and services for scholarship and enjoyment. The departments we serve had a predominantly in-person approach to instruction during the 2021-2022 academic year.

Challenges and Changes

After having been in the primarily-remote-work phase for 15 months, MPAL physically reopened to the public on June 14, 2021. In addition to plexiglass barriers at the desk, MPAL staff and patrons had to adjust to the **approximately 30% reduction in our open hours** in Fall 2021 and Spring 2022. This change was made to accommodate having **two vacant civil service positions**. Everything during the year was more challenging due to having fewer staff. Unit staff especially, but also librarians, should be commended for the additional work they took on because of the vacancies. However, we were fortunate to be able to fill both staff positions on May 16, 2022. Our GA hourly position (funded with endowment money) was also vacant this year due to a lack of available, qualified applicants.

Activities, Accomplishments, and Contributions

Administrative / Facilities/ Functional / Services

The following activities will improve service provision and capacity in the unit, (*MPAL FY22 Goal 2*):

- Planned and conducted **staff hiring**, **orientation, and training**;
- **Reorganized duties** across most Civil Service staff positions, improving service provision and capacity in the unit;
- Held an **all-staff retreat** in June 2022 focused on getting to know each other, understanding job duties, setting shared service expectations, and developing group familiarity and criteria surrounding materials donations through an assessment and sorting exercise;
- Began using **Microsoft Teams** for group communication regarding service desk issues, improving internal and external communication and service provision to patrons;
- Made plans to implement **Teams Shifts** in FY23 for all desk scheduling and shift change requests and to migrate our service desk manual into Teams;
- Transitioned **to the preferred new-item label creation system** (using Zebra label printers), with the assistance of IT and ACS (this will reduce the wear and tear on our staff printer and

reduce the number of service calls to IT).

The following activities increase the accessibility and use of our collections and/or space:

- Expanded the **loan policies for most of our media collection in December 2021**, allowing CDs and DVDs to circulate for an entire semester (as opposed to one week) and to allow them to be requested for delivery on campus and via I-Share;
- MPAL librarians worked with stakeholders in the Library and School of Music to identify unmet student needs related to **loanable technology** and discuss potential solutions. These discussions also explored what would be needed to repurpose an existing listening room into a music creation studio to complement services offered elsewhere;
- Worked with Facilities to acquire a large range of **shelving for our oversize scores**, improving access and discovery for patrons, and to **extend our media shelving** into space reclaimed from our journals section. This, along with the reduction in our journal footprint, required staff to **shift almost all journals, most of our media collection, and many of our oversize scores**;
- The Head of MPAL worked with the Head of Facilities to plan for a late-2022 **feasibility study for a modest MPAL renovation** (MPAL has not been fully renovated in its 40-year history in this space and many upgrades are needed to make it a welcoming and functional space for users and staff);

Collection Development and Management

MPAL houses the **3rd largest physical collection** in the University Library beyond the Main Stacks and Oak Street, is the **6th most circulated collection,** and is the **5th busiest circulation location** (see *4. Other Statistics* below). The following activities contribute to strengthening our collections and to better meeting patron needs through making our collections more diverse, accessible, useable, and/or findable (*MPAL FY22 Goal 2*).

- Continued work to **diversify collections**, including collaborating with Mara Thacker to purchase global pop culture materials (popular music monographs, video game and anime soundtracks, hip-hop recordings, and scores in these areas).
- Reviewed recent **School of Music recitals and concerts** to see which composers were being performed.
- Made firm orders and approval plan adjustments to **align the collection with the curriculum** and add additional BIPOC composers.
- Expanded our collection by taking in the **board game collection** from UGL and approximately **2,000 CDs and DVDs** from the Residence Hall Libraries and UGL.
- Planned for and received several **large and important gift collections totaling in the thousands of items**, including:
  - Professor Emeritus Tom Siwe scores and books,
  - Nicholas Temperley (emeritus faculty) Hymn Tune Index (HTI) office and personal library contents,
  - Jahiel piano pedagogy collection,
  - Score collections of Professor Emeritus William Heiles and his wife Anne (received but not processed),

- Bruno Nettl's (faculty emeritus) personal library (initial planning discussions completed).
- Developed and instituted **new gift assessment and documentation procedures**.
- Collaborated with CMS to send a third batch of serial items to OSLF as part of the **BTAA Shared Print Repository**, bringing MPAL's contribution to over 150 titles.
- MPAL graduate hourly conducted an **inventory of the books, scores, and microforms in our Special Collections**, identifying dozens of problems which were then fixed by MPAL staff, improving discovery and access in the catalog and on the shelf for patrons and staff.
- Initiated a data-driven project to **deduplicate our book collection** to make space for new acquisitions (this will be continued into the scores collection once books are completed).

Digital Collections (MPAL FY22 Goal 1)

- Initiated conversations with the Dance Department about adding graduate theses to IDEALS to improve visibility, access, and preservation (this is an ongoing discussion);
- Added materials to the [American Choral Directors Association (ACDA) Choral Composition Competition to IDEALS](#). Since May 2021, these scores have been downloaded over 250 times, expanding the dissemination of the works of these young composers.

Collection Description and Access

The following activities contribute to strengthening our collections through making them more findable and useable by patrons (*MPAL FY22 Goal 1*).

We effectively employed student staff this year to make considerable progress in the following areas:

- inventorying contents of our 300-volume sheet music binders collection (still in progress);
- verifying MPAL collection holdings against Renaissance Music Archive (RMA) source index cards and assessing cataloging needs of the 1,600+ RMA microfilms;
- rehousing Hymn Tune Index (HTI) source materials;
- developing wayfinding materials in print journal collection;
- continuing data entry in the [School of Music recital and concert programs database](#).

As a result of many of these student projects, **ACS music cataloging staff** were able to complete or start several significant related efforts to improve access to our collections, including:

- cataloging HTI source materials (partially funded from MPAL gift funds),
- improving cataloging for RMA microfilms.
- working to improve the thousands of brief Marcette catalog records for our holdings.

MPAL staff worked on several projects to address **catalog maintenance issues**, fixing over 1,000 records with the help of staff in ACS, CAS, or CMS. These issues included:

- investigating and fixing records with "technical migration" statuses created by the Alma migration,
- investigating and resolving items in mux-nc so that the location could be deleted,

- fixing items with the wrong material type (i.e., scores and media tagged as books),
- resolving records with no holdings or items.

Reference, Research Consultations, and Instructional Services

- Created and/or maintained 66 published **LibGuides** that saw ~35,000 views;
- Redesigned MPAL's Finding Journal Articles **LibGuides** for [Music](#) and [Theatre](#), shifting away from a pathfinder approach to a more instructional approach for undergraduate students and beginner researchers;
- Hosted ten **course integrated instruction sessions** and in-library activities;
- Hosted two **workshops** (citing music sources and getting started with library research for summers-only Master of Music Education students);
- Led eleven **tours** for students and faculty in music, dance, theatre, along with several other group and individual tours for new Library staff;
- Provided 25 **scheduled research consultations** with undergraduate and graduate students (due to limited availability on the librarians' calendars, additional consultation services were provided via email and in-person at the service desk during their shifts to students who would have otherwise scheduled consultations);
- Additional **reference services** provided in-person, via email, and over the phone (see Desk Tracker statistics);
- **Trialed a back-up reference model** and relied on undergraduate student assistants to field and refer questions (this model will not be feasible during FY23 because of extended open hours but the same undergraduate student budget);
- Prepared materials for and hosted several **visiting researchers**.

Outreach and Engagement (MPAL FY22 Goal 3)

- Hosted **Reading Day activities** (hot cocoa station, wellness resources, and crafts);
- Engaged users through active **Twitter and Instagram** accounts managed by GA and with assistance from undergraduate SAs;
- Held a **live online** [player piano](#) **public demonstration** with 30 registrants in March 2022. The November demonstration with 49 registrants was canceled due to unforeseen circumstances (COVID) and registrants were encouraged to view a previous recording on MPAL's MediaSpace channel which had 27 plays during this period;
- Published and distributed the **MPAL Newsletter**, archiving it in [IDEALS](#);
- In addition to monthly staff-curated displays, hosted two physical **exhibits curated by students and faculty** in the School of Music: *[Messages for Peace](#)* and *[For Ukraine: An Exhibit of Arts & Culture](#)*;
- Developed **postcards** for donors and information player piano cards;
- Assisted with staffing the Library's table at the summer 2022 **New Student Registration** and contributed marketing materials.

Progress toward FY22 Goals

Details about progress toward these goals is included above under "Activities, Accomplishments, and Contributions".

MPAL Goal 1: Increase visibility of our collections by improving cataloging and creating/highlighting digital collections *[SD1. Pro-active and trusted partners in scholarship, discovery, and innovation; SD2. Transformative learning experiences]*

- Continue efforts to identify rare and significant items from MPAL's Special Collections to digitize; work with appropriate Library units to create digital collections {*unmet due to lack of graduate hourly in this position*}
- Continue efforts to collaborate with ACS to prioritize and fund MPAL cataloging needs {*significant progress made and Head of MPAL has scheduled recurring meetings with cataloging staff; MPAL was able to supply some gift funds*}
- Process the large amounts of gift materials that have come in since July 1, 2021, so that they can be cataloged {*much progress made; ongoing*}
- Continue efforts to promote collections through the creation, maintenance, and expansion of digital exhibits on the Omeka-S platform {*deferred due to lack of resources*}

MPAL Goal 2: Improve the diversity and usability of our collections, services, and spaces (as appropriate) *[SD1. Pro-active and trusted partners in scholarship, discovery, and innovation; and SD4. Strategic investments for a sustainable library environment]*

- Continue inventory, shelf-reading, and weeding work in collection {*ongoing*}
- Continue to improve representation of historically excluded voices in collections {*ongoing*}
- Collaborate with faculty and students (including members of the School of Music's Black Student Advisory Board) to improve collections, services, and spaces {*ongoing*}
- Explore needs and options for expanding technology offerings in MPAL such as media transfer stations and/or beat mixing stations, in coordination with other Library and campus units {*discussions initiated with School of Music and Library regarding media creation space and with media preservation to create digital transfer station*}
- Explore and assess training programs and new service models that integrate undergraduate student assistants into the delivery of reference services (this is a direct outcome of MPAL having to develop new service models for FY22 due to understaffing; in addition, as we expect to receive at least one new staff member to fill one of our two vacancies, extensive orientation and training will be conducted for that individual) {*completed*}
- Continue to assess allocation of space to collections and patrons and ideal locations for each to make MPAL welcoming and usable; work with Facilities to explore options to improve MPAL spaces, especially keeping in mind the likely influx of patrons once UGL closes {*ongoing*}

MPAL Goal 3: Create new ways to engage students with MPAL collections *[SD2. Transformative learning experiences and SD3. Societal and global impact]*

- Develop a "performing special collections" event series that encourages dance, music, and theatre students as well as community members to engage with and learn from the unique materials in our Special Collections {*deferred due to lack of resources*}
- Continue to offer virtual player piano demonstrations as these were very successful in FY21 {*ongoing*}

FY23 Goals

MPAL Goal 1: Increase visibility of our collections by improving cataloging and creating digital collections *[SD1. Pro-active and trusted partners in scholarship, discovery, and innovation; SD2. Transformative learning experiences]*

- Explore options for adding unique MPAL materials (*RISM* holdings, etc. to the Library's Digital Collections.
- Resume efforts surrounding *RISM* cataloging and corrections/additions to their catalog.
- Explore options for reclassification of DDC items to integrate whole collection under LC.

MPAL Goal 2: Improve the diversity and usability of our collections, services, and spaces (as appropriate) *[SD1. Pro-active and trusted partners in scholarship, discovery, and innovation; and SD4. Strategic investments for a sustainable library environment]*

- Continue inventory, shelf-reading, and deduplication and other weeding efforts.
- Continue to improve representation of historically excluded voices in collections.
- Continue work with Facilities to explore options for MPAL renovation, prioritizing making MPAL welcoming and usable.

MPAL Goal 3: Create new ways to engage students with MPAL collections and encourage student success *[SD2. Transformative learning experiences and SD3. Societal and global impact]*

- Return to in-person programming and events, such as game days, open stacks/listening parties, de-stress events during finals week, and player piano demonstrations.
- Encourage student and faculty participation in MPAL exhibits; launch exhibits outside of MPAL.
- Develop a "performing special collections" event series that encourages dance, music, and theatre students as well as community members to engage with and learn from the unique materials in our Special Collections.

Unit Needs

MPAL needs the ability to transfer larger amounts of materials to the Oak Street Library Facility. While we are addressing our mounting collections space crisis through deaccessioning duplicates and other means, this will not solve the problem. **Compact shelving** for some parts of the collection such as journals and books might be a longer-term solution if feasible and funding can be found. The Head of MPAL will continue to collaborate with the Head of CMS to find a suitable solution.

On a related note, staff and patrons would very much benefit from a **reclassification of the thousands of DDC materials in our collection into LCC**, as both our scores and books collections are split, causing confusion for patrons and effectively reducing accessibility of the collection. We are slowly making progress in this area as we (and ACS music catalogers) recently began evaluating, deduplicating, and reclassifying items with Marcette records, which frequently have DDC call numbers. However, many hundreds of DDC items are already fully cataloged and could either be moved to OSLF if there were capacity (see above) or reclassified to integrate the whole collection into one numbering scheme. The Head of MPAL will continue to work with the Heads of ACS and CMS to find solutions.

MPAL and its patrons would benefit greatly from **technology improvements** including better options for overhead scanning of large materials (as music scores are often much larger than books). While we have a ScanSnap overhead scanner, a **Bookeye** scanner would be ideal. We also need funds to create **digital music creation spaces** (with relevant technology) to supplement what the Media Commons and School of Music already offer. We have placed requests for these items in the *Library is Looking For* column, to no avail. The Head of MPAL will continue to communicate these needs to the Head of Library IT.

MPAL would benefit from **additional funding for student help**. MPAL's two GA positions are only .25 FTE and past applicants have not accepted offers because they were offered higher FTE appointments with other units. The new rule against individuals holding multiple GA appointments will also negatively impact us. Appointments of .33 FTE or higher would make our positions more desirable to students and the additional hours would also allow us to have staff with reference training available in the evenings and/or weekends. Our users frequently need help finding music materials in the catalog (which is why most of our transactions are at the desk and known item based) so having staff with the requisite knowledge on the desk into the evenings is ideal. The Head of MPAL will continue to include these requests in the annual call for positions.

Unit GAs Head Count/FTE and Funding Sources

- Two state-funded .25 FTE GAs
- One endowment funded .25 FTE grad hourly (vacant in 2022)
- Two graduate hourly (limited term appointments in Summer 2022)

Contributions of Graduate Assistants, Hourlies, and Practicum students

Each graduate assistant spent six hours a week providing in-person reference service at MPAL's service desk. In addition, each GA had special projects that they worked on at the desk and during their remaining four hours per week, with major examples listed below. This list also includes the projects conducted by graduate hourly and practicum students.

Collection Assessment and Development

- Collection assessment and related ordering (*Indigenous playwrights, audio recording materials,*

Bloomsbury Sound Studies title comparison, music therapy titles for withdrawal);
- School of Music program review and workflow development;
- Inventory of Bishop collection materials;
- Monograph de-duplication project (cleaned Excel files, identified titles for de-duplication);
- Wayfinding in print journals collection;
- Management of New Titles display;
- Inventory of Special Collections materials.

Instruction

- Updates to existing LibGuides and creation of new guides (*Indigenous Theatre Resources*, *Finding Playscripts, Monologues, and Dialogues*);
- Redesign of How-To LibGuides to provide clearer instructions for students (Finding Journal Articles for Music and Theatre);
- Creation of review guidelines, including an accessibility check and best practices, for all MPAL LibGuides (completed 24 of 66 total guides, identified guides for deletion, work will continue through 2022-2023 academic year);
- Held citing music sources workshops;
- Led course-integrated tours and assisted in course instruction.

Outreach & Engagement

- Managed MPAL social media accounts, including the launch of an Instagram account;
- Created KCPA LibGuides to support programming at the Krannert Center;
- Held Reading Day De-Stress Activities and Hot Cocoa station;
- Assisted with Ukraine exhibit by faculty and students in School of Music and developed accompanying exhibit LibGuide.

II. Statistical Profile

1. Facilities

- User seating counts (206 total)
    - 106 seats at study tables,
    - 18 at public workstations,
    - 16 "soft" chairs,
    - 16 study carrels, to be phased out in Fall 2022 in favor of assigned lockers,
    - 6 individual research rooms,
    - 8 individual listening carrels—2 for LPs, 2 for cassettes, and 6 for CDs,
    - 6 listening/group study rooms--each accommodate an average of 6 individuals—2 rooms have tables and whiteboards only, and 4 have flat screens with HDMI connections for laptops, speakers, and AV playback components. Some rooms also have electric pianos.
- Number of hours open to the public per week

- Summer II 2021: 20
- Fall 2021: 52
- Spring 2022: 52
- Summer I 2022: 40

2. Personnel

Faculty
Kirstin Dougan Johnson (1.0 FTE)
Kate Lambaria (1.0 FTE)

Staff
William Buss (1.0 FTE)
David Butler (1.0 FTE)
Josh Hankemeier (1.0 FTE)
Josh Hollingsead (5/16/2022–) (1.0 FTE)
Alex McHattie (5/16/2022–) (1.0 FTE)

Graduate Assistants/Hourlies/Practicum Students
Amanda Crego-Emley (.25 FTE Graduate Assistant; Graduate Hourly, Summer 2022)
Margot Cuddihy (.25 FTE Graduate Assistant)
Anna Vanseveren (Practicum & Graduate Hourly, Summer 2022)
Stephanie Tillman (Practicum, Summer 2021)
David Floyd (Extra Help, Summer 2021)

Student Assistants
We employed ten student assistants this year.

3. User Services

- Sweeps week **gate count**: Fall 2021: 859; Spring 2022: 860
- **Circulation** (from Assessment Librarian's Alma fulfillment reports)

Media Collection	1,942
New Books	34
Periodicals Non-circulating	65
Plays Collection	411
Ready Reference Non-circulating	1
Reference Non-circulating	39
Reserves	477
Special Collection	55
Stacks	6,607
Music and Performing Arts Library Total	**9,631**

Based on statistics, we are the 6th busiest circulating collection and 5th busiest circulation location. Additionally, MPAL had 4,970 renewals (4th most renewals by collection).

- **Reference interactions** (from DeskTracker): 1,701 all transactions (1,534 are reference transactions)
- **Presentations** (from the Instructional Statistics database): 23 (synchronous)
- Total number of **participants** in group presentations: 567

4. Other Statistics

Collection Item Counts (from Assessment Librarian's statistics, August 2022)

Music and Performing Arts Library	In Process	282
	Media Collection	88,194
	Periodicals *Non-circulating*	8,785
	Plays Collection	3,597
	Ready Reference *Non-circulating*	75
	Reference *Non-circulating*	16,842
	Reserves	13
	Special Collection	43,872*
	Stacks	151,002
Music and Performing Arts Library Total		**312,662***

* These numbers do not include the 96,000+ item historic sheet music collection or the 27,300+ item choral octavo score reference collection that are not reflected in Alma/Primo. They are both cataloged and searchable in BibLeaves. In addition, our 1,300-item piano roll collection is not yet fully cataloged. Therefore, our true collection size is closer to 437,000 items. That places us as the 3rd largest physical collection beyond the Main Stacks and Oak Street.