



MUSC 302

Library Resources for Music Research

Reference Department
Albert S. Cook Library

Accessing the Library Catalog

The library catalog lists materials available in Cook Library as well as other libraries in the University System of Maryland and Affiliated Institutions (USMAI). All formats are listed including musical CD's, DVD's, scores, electronic books, and other items.

To access catalogs, go to: <http://cooklibrary.towson.edu> – Research – Library Catalogs

****Cook Library Catalog** – lists items owned by Cook Library

****USMAI Combined Catalog** – lists items in entire University System of Maryland Libraries (all campuses)

****Worldcat** – lists items at private schools, i.e., Peabody Institute, as well as library holdings across the country



Location of Materials in Cook Library

Stacks = books you can check out and take home (floors 4 & 5)

Reference = materials that must be used in the building (floor 3)

Media items (CD's, videocassettes, DVD's) are all in **Media Resource Center** (floor 2)

Reference and Circulation service are available on Floor 3

Catalog Searching Tips and Tricks

Use the drop down menu at the **basic search screen** to do these searches:

- **words anywhere:** will search for term anywhere in title, subject or author areas of catalog record – **use this when you can't find anything at all on a topic**
- **author words:** will search for an author by that name in the author field in catalog record – **the names can be in any order, but they have to be spelled correctly**
- **subject words:** will search for materials which have substantial amounts of content about this topic – **use this when you are not sure how to phrase the subject you are searching**
- **title words:** will search for materials with those words appearing in the title field of catalog record – **order of words doesn't matter as long as they are somewhere in the title**



Browse types of searches will take you to an alphabetical list of choices close to what you have typed for you to select the search terms you want. Browse searching is similar to the way information is organized in a telephone directory.

- **author beginning with** (type in author last name)
- **title beginning with** (type in first word of title, ignoring "A" "An" or "The")
- **subject beginning with** (type in the word that best describes the subject)

Advanced Search allows you to limit results by **format** (CD, musical score, VHS/DVD) and date. You can combine a **composer name** and **composition title** to search for a particular work.

A word about searching for scores – beyond the individually cataloged pieces of music that are listed in the library catalog, we have many scores in the M2 and M3 areas in the library. These are the large complete works or “monuments” sets of scores that are organized as a set by a particular composer or country. While an individual score for a work may not have a separate record in the library catalog, very often the score may be included in a complete works score collection. If you are not familiar with the M2 and M3 areas of the stacks, please contact Lisa for additional help. These score sets do not circulate and must be used in the library. Photocopiers are located on all floors of the building.

Save, email, or print the catalog records of the materials you are using. These records will help you put together your bibliography and remain in your library account until you choose to delete them.

First follow these instructions to first **sign into your library account**:

- Click on **My Account** (on any page)
- Choose **Towson University** as your institution and input your **14 digit ID number from your TU Onecard** and your **last name**

When you are looking at a catalog record that you want to save:

- Click on the **Add to my saved records** link
- Add a **note** for yourself to help organize your records
- Click **Send**
- Click on **Saved Items** to select and view the saved record



Searching for Music Materials beyond Cook Library

USMAI state university schools: You may visit any USMAI school library and check out materials directly with your TU Onecard. This includes the wonderful Michelle Smith Performing Arts Library at UMCP. You may also request to have a book or score sent from another USMAI school library to Cook Library for checkout. To see books beyond Cook Library holdings, from the **Research – Library Catalogs** link, choose **USMAI Combined Catalog** to simultaneously search the libraries at all state university schools.

Private area university libraries: You may also visit other private colleges in the area to use resources. You may visit the Arthur Friedheim Library at Peabody Institute, but you must use their resources within the library. You have visiting and borrowing privileges at some local private school libraries such as Goucher and Loyola/Notre Dame. Go to this link on the Cook Library web page to see more: **Services – Borrowing – Who may borrow from Cook Library** and scroll to **Baltimore Academic Libraries Consortium** link for the full list of private schools as well as borrowing procedures.

Transferring Scores/books from a USMAI Library to Cook Library

- **Sign in to the catalog** as described above
- Search either the **Combined USMAI** or **Cook Library** catalog to find the item that you want. Remember, sound recordings cannot be sent between libraries.
- From the **Full record** view (the information about the selected item will fill the screen), click the **Availability** button
- Click the **Request** button
- Select **Towson University** as the destination
- Check you email and your library account for notification that your item has arrived

Using Worldcat to Find Materials beyond the USMAI System

Use the **WorldCat** database to verify information about a particular book, score, or CD. This

database will list music materials that are in collections beyond the USMAI system in public and private libraries in the state and around the country. Items you find can then be requested through **Interlibrary Loan**.

Requesting Material through Interlibrary Loan

First **register** for an **ILLiad interlibrary loan account**. Follow these steps:

- On the **Cook Library Homepage**:
- Go to the **Services – Interlibrary Loan/ILLiad** link
- **Log on to ILLiad** – select **First Time User** to register
- Fill out online form to register for an **ILLiad account**



Once you have registered, you can use the online forms in your account to request books, scores, CDs, copies of journal articles, and more.

You can also link directly to your ILLiad account from any database displaying a **Find it** button as an option in the results list. When you are looking at the database record for the item that you want to request, follow these steps:

- Click on the **Find it** button
- Click on the **“Request via Interlibrary Loan”** link to open your **ILLiad account**.
- Logging in this way links to a partially completed ILL form. Fill in the remainder of the information and click the **Submit** button.

Searching for Journal Articles and Other Online Music Resources

To look for articles in scholarly journals, at the Cook Library Homepage, go to **Subject Gateways - Music**. Under this link, you will find many music/humanities oriented databases. Some highlighted databases include:

- **Oxford Music Online** - full text database of *Grove Music Online*, *Grove's Dictionary of Opera*, *Grove's Dictionary of Jazz*, *Oxford Dictionary of Music*, *Oxford Companion to Music* – (4 users) **Note: Log out immediately after using to free Grove's for the next user**
- **RILM** (*Repertoire International de Litterature Musicale*) - indexes articles and book chapters, papers, dissertations and more, some full text through *Find It* button (4 users) **Note: Always remember to log out when finished using RILM to free it for the next user**
- **Music Index Online** – similar to above database, but with a broader scope
- **IIMP** (International Index to Music Periodicals) – indexes periodicals and provides some full text delivery of articles (4 users) **Note: Always remember to log out when finished using IIMP to free it for the next user**
- **Worldcat** – database of titles owned beyond USMAI system
- **Biography Resource Center** – full text database of articles from reference sources as well as some scholarly articles (4 users) **Note: Always remember to log out when finished using BRC to free it for the next user**
- **JSTOR** – full text databases of scholarly journals with many music titles going back to the 1800's
- **New York Times Historical 1851-2001**- full text database with many PDF images
- **Naxos Music Library** - database containing recordings of musical works that can be streamed directly to your computer

Also search the music research related websites listed under the **Subject Gateway for Music** but be aware that these are internet web sites NOT proprietary databases.



Music Journals Available through Cook Library

To see a complete list of all the journals the library subscribes to in print, as well as in electronic format, go to the **Journal List** link in the Quick Search box on the library web site. Look in the alphabetic list for your title and click on it to see the type of subscription and date range for TU. If the library does not subscribe to a journal title you need (either electronically or in print format), you can request a copy of an article through the **Interlibrary Loan** service of Cook Library. Print journals are now classed under their appropriate LC call number and are shelved with print music materials on the 5th floor of Cook Library.

Off-campus Access to Databases and Electronic Research Tools

You can access most of the databases from home, but you need to go in through RESEARCHPORT for off campus access. Follow this path:

- Go to **Cook Library web page – Research Tools - Research Port**
- Choose **Towson University** as your institution
- Input **14 digit TU Onecard ID number and last name**



You can either browse by **subject category (Music)** or **type in directly** the name of the database that you want. If you search by subject, after highlighting “**Music**,” select “**All databases**” and choose your database from the list.

Citation Caveat: Remember that many databases will have links that show “how to cite this database.” These links do not always provide a citation that accurately follows the format for a particular manual of style, so be very careful in using the information that you find there.



For further information, check out my web page for guides to the collections here at TU and other information regarding library research. **Wozworld Quick Guides to Library Research** are two-page, illustrated guides that cover most of the research processes for this class. Check them out on my web page or blog listed in the box below. If you need additional assistance, call to schedule a research appointment.

Lisa Woznicki
Reference Librarian
Liaison for Dance, Music and Theatre
Departments
<http://pages.towson.edu/lwoznick/>
email: lwoznicki@towson.edu
blog: wozworld.wordpress.com
office: (410) 704-2498



Research help is available in person at the Cook Library Reference Desk, by phone at (410) 704-2462, or through the library’s web page at: <http://cooklibrary.towson.edu>