

Music Librarian Role – Brockville Concert Band (BCB)

March 16, 2020

Background –BCB Constitution & Bylaws relating to the Music Librarian role:

Item 1.2 Aims and Objectives

“The Band will be directed without purpose of gain for its Members. Any profits or other assets of the organization will be used to...

d) build a music library of standard and new concert band repertoire, and to maintain all arrangements complete”

Item 2.1 Executive Committee: Organization

c) “The Executive Committee will consist of a minimum of five Officers, to a maximum of nine members: Officers - President, Vice-President, Secretary, Treasurer, and **Music Librarian** - and up to four Directors.”

Item 2.2 Executive Committee: Duties

e) “The MUSIC LIBRARIAN will:

1. catalogue and maintain all Band music
2. keep a record of performance programs
3. distribute all music prior to rehearsals and performances as specified by the Musical Director or the Assistant Musical Director.”

TO-DO

Rehearsals:

Weekly rehearsals – arrive at least 45 minutes before the start of rehearsal to distribute parts (by section) for sight-reading and for adding to the folders, to problem-solve any folder issues with members, and to sort parts and file scores as needed.

Ensure that all folders are returned to the folder cart at the end of rehearsal.

At regular intervals (usually the next rehearsal after a performance, and prior to the summer break) – work with the Musical Director to have the members remove pieces from the folders, check their folders for wayward parts, and remove old programs etc. Ensure each folder has a pencil.

Performances:

Check that all folders have been moved from the cart to the bins for transport to the venue.

Assist in set-up at the venue by setting out the folders according to the direction of the Musical Director.

Ensure that all the folders are returned to the bins at the end of the performance, and that the bins are transported back to the rehearsal location.

Special Events:

Select scores for consideration for the BCB Ensemble, and for special events such as a band “Social” night.

HOW TO

New score purchase:

Check the list on the score to ensure that all parts were received.

Add the entry to the music library binder record; assign the score number (2 digit prefix is the year of purchase)

Add the entry to the music library excel spreadsheet.

Stamp each part with the “Property of Brockville Concert Band + *number*” stamp

Label a large, white envelope and file the score in the envelope, in the music library file cabinets – according to the 3 digit score number.

Donated score:

Note the score as “donated by...” in the music library binder and on the spreadsheet.

Affix a clear label with the donation information to the score and to each part.

Sight-reading:

Select 1-3 scores per rehearsal for sight-reading, depending on the Musical Director’s rehearsal plan.

Distribute parts to band members (by section).

Afterwards: collect the parts (by section, in score order), sort entire score back into score order, ensure all parts are present, and re-file. Make a note on the score re: any missing parts; track them down if possible. Obtain replacement parts as needed (discretionary).

OR: instruct band members to add the parts into all rehearsal folders.

Rehearsal folder contents:

Instruct the members to add and remove parts from folders according to the directions of the Musical Director.

Keep cabinet in music library room up-to-date with score envelopes (containing extra parts).

Maintain an up-to-date list of current folder contents. Post copies of the list (with cabinet slot number) on the door of the cabinet, the folder cart, and on the BCB website (“current repertoire” – with hyperlinks to recordings where possible).

At the end of August / beginning of September, arrange with Musical Director to select and add scores to rehearsal folders in preparation for the new rehearsal season.

Excel spreadsheet of music library contents:

Keep a back-up copy.

Annually/as needed: send digital copies to Musical Director –

1) sorted alphabetically, 2) sorted by composer.

Keep an up-to-date hard copy, sorted alphabetically by title, in the binder in the music library cabinet.

Other:

Music Festival – ensure the availability of duplicate scores for adjudication.

Score Order / number of folders – usually for the BCB:

Conductor's score(s)

Piccolo (in C)	1
Flute - 1, 2	3 or 4 each
Oboe - 1, 2	1
Bassoon - 1, 2	1
Bb Clarinet – 1, 2, 3, 4	2 or 3 each
Bass Clarinet	1
Alto Sax – 1, 2	2 each
Tenor Sax	2
Baritone Sax	1 or 2
Horn in F – 1, 2, 3, 4	1 each
Cornet/Trumpet – 1, 2, 3	3 each
Trombone – 1, 2, 3/Bass	2 each
Baritone (Euphonium) Bass Clef	2
Baritone (Euphonium) Treble Clef	1
Tuba / Basses	1 or 2
(String Bass)	1 if needed
Percussion – 1, 2, 3...	} 4 percussion folders in total
Mallets, Timpani, Piano, Harp...	}

Folder instructions – stapled to each folder:

PLEASE DO:

- **Keep your music in alphabetical order by title.**
- Make sure you have one copy of each piece in your folder.
- Go to www.BCBand.ca to see/print a list of pieces that should be in your folder.

PLEASE DO:

- NOT take home the folder or individual pieces.
- NOT keep old programs etc., in your folder - recycle them!