



**Key Points to Know about the Arthur Mendel Music Library
for New and Returning Graduate Music Students
Fall 2018 Version**

Mendel Music Library – Website and Social Media Information:

Mendel Website:	Information about Mendel and Music Resources	http://library.princeton.edu/music
Mendel on Facebook:	 Like us!	Mendel Music Library
Mendel on Twitter:	 Follow Us!	@PUMusicLibrary
Princeton Library Website:	Overview of Princeton University Library (PUL), including services, resources, and branches	http://library.princeton.edu/

For questions regarding your library and research needs, contact these Music Library staff members:

Darwin F. Scott Senior Music Librarian	dfscott@princeton.edu 609 258-4251	General library policies, collections, ordering materials, research assistance, and when in doubt about whom to ask
Dan Gallagher Electronic Services Coordinator	dpg@princeton.edu 609 258-5982	Electronic services, reserves, help locating library materials
Sara Hagenbuch Public Services Coordinator	sarach@princeton.edu 609 258-9184	Circulation, carrel checkout and maintenance, Borrow Direct & ILL, help locating library materials
Brittany Jones Collections Services Coordinator and Website Editor	bnielson@princeton.edu 609 258-9207	Collection maintenance, website and social media issues, help locating library materials
Mendel Music Library Circulation Desk	muslib@princeton.edu 609 258-3230	General Mendel Music Library services and hours

Mendel Music Library – Study Carrels:

The Music Library's carrel check-out policy and procedures enhance study time in Mendel by making it easier to access frequently consulted books and scores from the library's collections and to facilitate long-term access to research materials checked out to your carrel.

Carrel Locations:

The Music Library study carrels are located in the reading room and study alcove on the second floor and on most of the third floor. These third-floor carrels are reserved for graduate students only (see next).

Carrel Policies:

Priority for carrel assignments is given to current graduate music students and faculty, followed by senior undergraduates studying music.

Carrels on the third floor are reserved for graduate students and are most commonly assigned to graduate musicology students. Students in their first three years of study receive priority, but usually there is sufficient space to accommodate students through their first five years. Graduate students beyond five years at Princeton will be reassigned carrels on the second floor as needed. To reserve a carrel, graduate students must be in residence during the fall and spring semesters of an academic year. Summers are optional.

Each assigned carrel user receives a carrel charge card (see below). Carrel users on the third floor and graduate students on the second floor are assigned lockable cabinets located as close to their corresponding carrels as possible. Students on the third floor also receive a lockable file cabinet and have access to additional shelving in the common study area.

Carrel Charge Card:

Carrel charge cards issued to all carrel users are valid **only** in the Mendel Music Library. This card enables carrel occupants to charge materials to their carrel for in-house use while alerting other patrons that the materials are checked out.

Most Mendel materials can be checked out to a carrel charge card. Exceptions include CDs, DVDs, SVL (rare) materials, microfilms, and unbound periodicals. Non-Mendel items, including materials from ReCAP (the PUL off-site storage facility located in Plainsboro, about six miles from campus, and shared with Columbia, the New York Public Library, and Harvard), Borrow Direct, ILL, Firestone Library, and other branch libraries, cannot be charged to the carrel cards and must be charged to your personal account.

Carrel Applications:

Online applications must be submitted each year; renewal is not automatic. To apply or renew, visit: <http://library.princeton.edu/music/mendel-carrel-application>.

Please note: The Mendel Music Library reserves the right to cancel privileges at any time for users who do not follow the established guidelines for carrel use.

For questions, comments, or concerns regarding carrel matters:

Contact Sara Hagenbuch, Mendel's Public Services and Outreach Coordinator, at sarach@princeton.edu (609 258-9184).

Mendel Music Library – Library Usage Policies:

We try to maintain an environment supportive of serious scholarly inquiry and study in the Music Library. Please help out by observing the following.

Cell Phones:

Please set your phones to vibrate or silent mode. Refrain from cell phone calls throughout the Music Library. Use the Woolworth lobby if you need to make or receive a call.

Food and Drink Policy:

Please respect the library's food and drink policy—we allow liquids in enclosed containers (coffee cups or water bottles with lids), but please be discreet and careful with containers near library materials. Food and drink debris can damage books and scores, and also attracts bugs and rodents. Please dispose of all trash promptly and responsibly.

Noise / Discussion Policies:

We strive to maintain an environment that is as quiet and free from distraction as possible, but we also understand that collaboration and discussions are realistic occurrences in the Music Library. Please be respectful of others in your space when engaging in group conversations. And don't hesitate to remind the staff if loud interactions at the circulation desk are bothering you. We forget sometimes!

Feedback:

The library staff appreciates and encourages feedback and suggestions from students who use the library for research and study. Let us know about materials you would like the library to acquire and how we might enhance our services. And you are always welcome to ask us how to use library equipment and, of course, how to locate materials and information you need either in the library or online.

Safety / Theft:

Please note that the Music Library is open to the public. **Do not leave your valuables, particularly laptops and cell phones, unattended. There have been occasional thefts in Mendel, including on the third floor.** Please report any suspicious or unacceptable behavior to the library staff, particularly during evenings and weekends. Your help maintaining the integrity of the collections and keeping the library a safe place for study and the enjoyment of music is greatly appreciated.

Mendel Music Library – Cone Seminar Room:

Location / Use:

The Cone Seminar Room, located on the second floor, is primarily used for conducting seminars, colloquia, and other speaker events. Graduate students receive keys that open the Cone Room, and they may use this room for private or group study when it is not scheduled for other events. A room schedule is placed on the door on Monday morning of every week.

Additional Policies:

- The piano is only for class use or for playing through passages during personal or group study. It is not a practice piano.
- The room must be kept locked when not in use. **Please lock the door after using, including after seminars and all other events.** If you cannot lock the door, please notify the circulation desk when you are leaving.

- Please follow the posted guidelines in the seminar room for projecting a laptop or the Mac workstation computer to the wall-mounted monitor and the sound system. Mac dongles and CD/DVD drives are available for short-term checkout at the circulation desk. Please do not disconnect cable connections behind the workstation or try to self-solve projection problems. Ask the library staff for help if the connection does not work. This equipment is maintained by the music department and not the library, but sometimes we can solve the problem. If Michael Langley is available in the department, you can also contact him directly (609-258-0233) for technical support. **Word of advice: don't take chances—test out your laptop connection and the equipment at least 15 minutes before a presentation to make sure everything works.** Please report any unsolved problems to the library staff so that they can be addressed promptly. The system is sometimes fussy and requires intervention from Michael or the Mendel staff.

Mendel Music Library – Equipment and Services:

Computers / Printing:

Computer workstations are available on each floor for locating library materials, accessing electronic resources and databases, website browsing, downloading, and printing (Papercut print clusters are available on the first and second floors). Printing is only possible with your Princeton prox card or NetID/password. Color printers are available in Firestone, Lewis Library, on the third floor of the Frist Center, and at the Marquand Art Library.

Scanning / Microfilm Scanning:

Scanning workstations are located in the two small rooms on the second floor (to your right after coming upstairs)—one for normal-sized materials, the other for larger scores. Also available is a microform reader/scanner. Scans may be e-mailed, stored on a flash drive, or copied or sent to your network drive. Keep in mind that very large image files do not always travel well via e-mail.

Photocopier:

There is a black & white photocopier on the first floor (in the back area near the SV scores). This machine only accepts Paw Points on Princeton University ID cards (TigerCards) or prepaid copy cards; it does not accept coins. The Mendel Music Library does not sell copy cards; they can be purchased at the Firestone circulation desk. You can add value to either card at the Value Transfer Station on the 100 level of Frist.

Media & Study Room Equipment:

Four Mac computers are available in the media & study room on the first floor near the circulation desk. Here you will also find video and listening stations, including DVD, CD, VHS, cassette, and record/LP/vinyl playback equipment. Also available are Mac music authoring stations with musical notation software (Sibelius and Finale) and MIDI keyboards. The new Video Library on the B Level of Firestone offers equipment and technical support for video clip editing.

Audio Peripherals for Check-Out:

Enjoy listening to the more than 52,000 circulating CDs and 3,200 DVDs in the Mendel collection! Headphones and CD/DVD external drives (for newer laptops and computers no longer equipped with internal disc drives) are available to check out at the circulation desk for use anywhere in Mendel. In addition, two external CD/DVD drives are available for 24-hour loan to use outside the library.

A full list of available equipment in the Mendel Music Library can be found on our website at <http://library.princeton.edu/libraries/music/about/equipment>.

Mendel Music Library – Circulation Policies:

These policies only apply to materials located in the Music Library. Please consult [other branches](#) or the [Firestone Library](#) for their circulation policies. Pursuant to the University Library policy on patron confidentiality, the Library does not release information regarding patron use of library resources (who has a book checked out, etc.).

Borrower Responsibilities

- Items charged out on a personal identification card remain the responsibility of the individual named on that card. All eligible borrowers must have a current address and e-mail on file at the Firestone Library Access Office.
- Borrowers are responsible for recalls at all times. If circumstances require individuals to leave town, they should make arrangements for responding to potential recall notices and the prompt return of the item(s) to the Library.
- **Items charged to an individual must be returned complete (with all performance or loose materials in the pocket or CD/DVD discs in the case) and in good condition, without evidence of defacement (including annotations and other markings), mutilation, or water damage.** If an item you wish to check out is not complete or is damaged, be sure to alert the library staff before checkout, so that we can annotate our records and you will not be held responsible upon return.

Loan Periods

	(MUS) Circulating Books/Scores	Sound and Video Recordings	(SV) (SVF) (SVL) Reference/Locked Materials
Music Faculty & Graduate Students	Academic Year Loan June 15, Annually	Academic Year Loan June 15, Annually *Must bring into Mendel to renew	Only with permission of Music Librarian/Staff
Undergraduate Seniors	Senior Due Date	4-Weeks	Only with permission of Music Librarian/Staff
Undergraduates	4-Weeks	4-Weeks	Only with permission of Music Librarian/Staff

Renewals

- Mendel Music Library items may be renewed either online, in person, by phone, or by e-mail (muslib@princeton.edu). **Renewing online through the library website is by far the fastest and easiest option.**
- **To renew online:** click the "Your Account" menu option at the right top corner of the [Princeton University Library Catalog](#). Log in with your NetID. Select the items to renew. You will not be able to renew an item if another user has placed a recall or hold request on it, or if it has been recalled for reserves. **Be sure to check the due dates to guarantee that the renewed due dates have appeared.** You may also be prevented from renewing a book if your borrowing privileges have been suspended or blocked due to excessive fines. Renewal requests must be received on or before the due date to avoid overdue fines.

- **Please Note This Exception:** Audiovisual materials on loan to music faculty and music graduate students for the entire year must be brought to the Mendel circulation desk for in-person renewal in mid-June at the end of the spring semester.

Fines and Fees

Fines will accrue at \$.25/day for items that remain charged to a patron beyond the stated loan period. Fines for recalled items accrue at \$1.00/day. Fines for 3-hour reserve items are \$1/hour, and \$3/day for 24-hour reserve materials. **Fines for overdue or lost items from the Music Library are to be paid at the Firestone Library Circulation Desk;** a minimum lost item replacement fee of \$50 and a processing fee of \$50 will be assessed for each item lost. Please consult with Mendel's public services coordinator or music librarian concerning lost items.

Reserve Materials

Reserve books, CDs, and DVDs circulate for 3 hours from the circulation desk. Reserve materials may be charged overnight approximately 3 hours before the library closes; these items will be due the following morning within the first business hour. Please note that the Music Library does not permit patrons to place holds or recalls on any reserve materials. Graduate reserve books and scores are available for self-service in the Cone Seminar Room. Please return these items promptly to the Cone Room shelves after use. Graduate reserve CDs and DVDs are available from the circulation desk with the same policies as noted for other reserve items above.

Microfilms, SVL materials, and Mendel-Only (PK) ReCAP Items

- All microfilms and rare materials in the SVL (locked) collection can be requested from the circulation desk during normal staff working hours only (general Monday-Friday, 8:30 a.m.–5:00 p.m.). Circulation desk students cannot retrieve these items. The materials must be returned on the same day requested. Microfilms in the ReCAP facility can be requested online at any time for retrieval the next weekday at the circulation desk, where they can be held for repeated use if necessary.
- SVL and some Mendel-only (PK) ReCAP items can only be consulted in the designated rare materials viewing area in the media & study room. Please plan your research and use of these materials accordingly. Scans may not be made unless approved by the library staff.

Borrow Direct, Interlibrary Loan, and Article Express

Borrow Direct is a rapid, patron-initiated borrowing and lending service offered by Princeton University Library and twelve partner libraries—Brown, Columbia, Cornell, Dartmouth, Duke, Harvard, Johns Hopkins University (including the Peabody Institute of Music), MIT, Stanford, the University of Chicago, the University of Pennsylvania, and Yale. Borrow Direct items can be picked up at the Music Library circulation desk. For additional information and the link to the Borrow Direct shared catalog, see the PUL [Borrow Direct page](#). Borrow Direct items typically may be renewed once. **Note for fall 2018:** several other Borrow Direct libraries are now loaning CDs and DVDs via Borrow Direct.

Interlibrary Loan (ILL) obtains materials from other libraries when they are not available at Princeton University or from Borrow Direct. For more information, see the Library [ILL page](#). These items are typically not renewable.

ArticleExpress is an electronic document delivery service designed to support the teaching and professional research of Princeton faculty and graduate students. Use ArticleExpress to request articles which are not available at Princeton or through [Interlibrary Loan](#). Journal articles, chapters or selections from books, papers from conference proceedings, and newspaper articles are available through ArticleExpress. For more information, see the PUL [Article Express](#) webpage.

About the Arthur Mendel Music Library

In 1997 the music collections of Princeton University were brought together for the first time with the opening of the Scheide Music Library in the Woolworth Center of Musical Studies in a new space created by noted Spanish architect Juan Navarro Baldeweg. At the request of William Scheide, the music library was renamed to honor Princeton faculty emeritus and Scheide's teacher Arthur Mendel (1905–1979), for his outstanding contributions as Bach scholar, performer, editor, critic, and teacher to the discipline of music. Books, printed music, sound & video recordings, periodicals, and microforms are housed on the three floors of the library. Also included are audio-visual playback and viewing equipment, computer work stations, scanning stations for print materials and microfilms, a photocopy machine, two attractive reading and study rooms, a seminar room, and student study carrels. The library also subscribes to a large variety of electronic resources that include databases, electronic books and journals, streaming audio and video services, and primary documents. The Mendel Music Library collections include over 85,000 monographs, 60,000 scores, 83,000 sound recordings (including over 52,000 CDs), 6,000 video recordings (with over 3,200 DVDs), 18,000 microfilm titles, 1,000 periodical titles (with many more online), and a significant "locked" collection of rarer book and score imprints.

In total, the Mendel Music Library collections support the complex and varied research and performance needs of Princeton's preeminent music faculty, some fifty graduate students in musicology, music theory, and composition, undergraduate music majors and non-majors participating in the various performance ensembles, and Princeton students, faculty, and staff from all subject areas who include music and the performing arts as part of their interdisciplinary study or personal interest. The Mendel Music Library also houses collections in musical theater and dance, and supports the Lewis Center for the Arts curriculum for the programs in theater, dance, and music theater. Since we are open to the public, our collections are also widely consulted by researchers from all over the Northeast and beyond. The new, strikingly beautiful [Department of Rare Books and Special Collections](#) (RBSC), now on the C floor of Firestone Library, complements the Mendel Music Library by holding the rarest parts of Princeton's music, dance, and theater collections. Foremost among these resources is the [Hall Handel Collection](#), an extensive repository of first and early editions of the works of George Frideric Handel, which is the largest collection of its kind in the United States. There is also an expanding collection of medieval chant manuscripts, early music imprints of vocal and instrumental repertoire and theoretical works from the 16th-18th centuries, and imperial Russian and Soviet publications in the performing arts ranging from the early 1800s through the Stalinist era. Also in RBSC, visitors will find William Scheide's former private library, donated to the Princeton University Library in 2015 following Mr. Scheide's death at the age of 100. Although it is not primarily a music collection, the Scheide Library includes many extraordinary musical treasures, such as the fair copy of Wagner's *Das Rheingold*, a Beethoven sketchbook, and autograph manuscripts of works by Mozart and Bach, as well as numerous rare first and early editions of music works from the seventeenth through early nineteenth centuries.

Some Recent Acquisitions for the Music Collection

The Mendel Music Library actively acquires rare music and performing arts materials for the library collection, almost all of which are housed in RBSC. Numerous key acquisitions in the past five years focus in particular on: medieval manuscript leaves (and one complete gradual); 16th–early 17th-century music imprints (largely partbooks); 16th–18th century music theory; 16th–early-19th-century Italian music; 17th-18th-century French music; music by G. F. Handel or connected to Handel's musical world in London; and Russian / Soviet music and dance publications (19th–mid 20th century).

Other areas of recent new collection building have included: a comprehensive collection of vocal scores and recordings of American musical theater (through current productions); focused acquisition of scores and recordings by 21st-century composers; CDs of important contemporary jazz (as highlighted by three key jazz review magazines); and a solid collection of popular music CDs (1960s through current) deemed significant by *Rolling Stone* and *Pitchfork* or recommended by graduate students and faculty.