

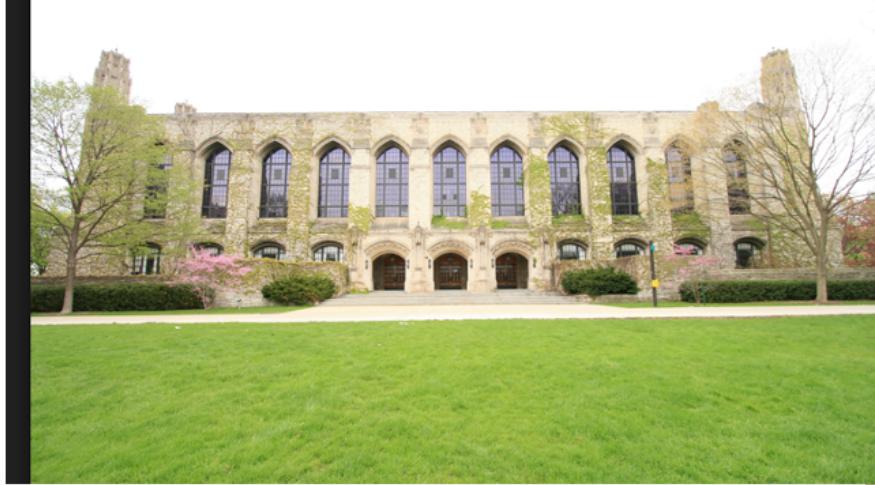
**Music Library
Internship at Deering Library at
Northwestern University**

Presented by Nurhak Tuncer

LIS 775: Introduction to Archival
Principles, Practices, and Services

Spring 2013

Deering Library, Northwestern University



Site general information and the music library collection:

- The Northwestern University Music Library is one of the largest music libraries in the United States and is recognized internationally for its particular commitment to twentieth-century music. It serves researchers around the world and the nation.
- Established formally in 1945, the Music Library today offers more than 300,000 volumes of books, scores, sound recordings, and journals, as well as numerous ongoing subscriptions to music periodicals and research databases.
- Its music manuscripts, music archives, and other rare music research materials from medieval times to the present (particular concentration on twentieth-century music) characterize the Music Library.

* Though most holdings are cataloged and searchable in NUCat, some rare materials wait for thorough processing and require special assistance from the library staff. (See collection management of the library for further information).

Entrance of the Deering Library



This is the entrance of the music library.

Site Supervisor (in 2013): Morris Levy – Senior Music Cataloger at NW Music Library
He was a music librarian at Harvard University.

Listening Center & Lab Music Library (My workstation)



- There are 18 workstations available for multi-purpose music computing. I worked in this room.
- Listening Center and Lab is only one part of the Music library.
- There is also a reading room (includes reference books and reference librarian desk), an archives rare room collections room, and music score stacks room.
- The archivist, catalogers, and music library director offices are in different locations.

My Work Desk by the Window



My Desk

- This is the back of Listening Center & Lab. All sound recordings are kept in there.
- My desk was by the window near the shelves. I had a user name and a password to access databases and a different user name, and a password for using the software program for finding aid.

Duration of Work: I worked two days a week, a total of 12 to 14 hours per week. I worked from the first week of January until the first week of April. (So, 10 to 11 weeks and around 140 to 150 hours.

- Generally 9 am to 3 pm on Tuesdays and Fridays from 9 am to 3 pm sometimes to 5 pm.

Type of Work:

- Processed Arne Oldberg's archival score collection at **item level** at Northwestern University Music Library.
 - Entered the metadata in an archival collection management software program (**Archon**) using DACS, and producing EAD finding aid
 - There were only 14 online finding aids for archival music collections at Northwestern **University at that time, and I created the 15th finding aid.** It is an honor for me to contribute to one of the most significant research university' online finding aid repository. I made Arne Oldberg visible.
- I will give much more information about Oldberg,

Archon software, and how I created the finding aid during the presentation.

Arne Oldberg 1874 - 1962

- **Professor of Piano and Composition (1901-1941)**
- **Director of the Piano Department (1919-1941),**
- **Director of the Graduate Music Department (1924-1941).**
- **The University awarded Oldberg with an emeritus appointment in 1941.**

- •Arne Oldberg was born July 12, 1874, in Youngstown, Ohio, and died in 1962. (51 years ago from now)
- •His music collection was donated to Northwestern University by his widow Mary Sloan Oldberg approximately fifty years ago. The collection was waiting in the music archives to be processed.
- •From 1901 until 1941 (Totally forty years), he served at Northwestern University. He established the Graduate Music Department in 1924. The emeritus appointment in 1941 and retirement.
- •Oldberg wrote many concertos, symphonies, quartettes, and quintets for piano, string, and wind instruments, mostly in classical style.
- The Chicago Symphony Orchestra performed • His compositions.
- •There is a park named Arne Oldberg in front of the music building at Northwestern University.
- He was one of the most well-known American composers of the 20th century in the US. ☺

Arne Oldberg's Score Collection Five Series

Container List / Contents

Expand All

Collapse All

- + Orchestra music, 1909-1944
- + Concertos, 1907-1953
- + Chamber music, 1908-1952
- + Piano music, 1894-1953
- + Vocal music, 1905-1953

- As you see in this slide, Arne Oldberg's score collection is divided into five series. This is how I entered the data into the archival program in DACS after sorting the items physically.
- If you expand all, you will see the individual folders within six boxes.
- Each item is described in folder or item level.
- There are a total of 85 folders in six boxes.
- Each series has dates in different ranges.

The Main Steps for Online Finding Aid

- 1- Creating Inventory list**
- 2- Entering Data to Archon**
- 3- Housing the Collection Materials**

I received Oldberg's collection in different folders; there was no specific order. To sort items and organize them, I had to create an excel file and enter each item information into the excel file, including any composer's specific notes.

- Inventorying was the first step that took most of the time of this project. It was the first step for the arrangement process and to identify the collection hierarchy that is series.
- Secondly, I entered metadata to Archon, and thirdly we housed the items.

My First Inventory List (Unsorted)					
	A	B	C	D	E
	TITLE	OPUS NUMBER	GENRE	MEDIUM	EXTENT
1					NOTES
2	Se Chanson	N/A	Song	Manuscript	4 pages
3	Improvisations	44	Piano pieces	Diazo type/Manuscript	11 pages (each)
4	Arabesque	N/A	Piano pieces	Manuscript/Diazo type	9 pages (each)
5	Arabesque	N/A	Piano pieces	Manuscript	8 pages
6	Carillon	27	Piano pieces	Manuscript	2 parts: 5+6 pages
7	Symphonic Variations for Two Pianos and Orchestra	40	Orchestral	Manuscript	2nd piano part: 18 pages
8	Sonata for Cello and Piano	45	Sonatas	Diazo type	Piano part: 35 pages
9	Sonata for Cello and Piano	45	Chamber Music	Diazo type	Cello part: 8 pages
10	Sonata for Cello and Piano	45	Chamber Music	Manuscript	Piano part: 32 pages
11	Sonata for Viola and Piano	45b	Chamber Music	Diazo type	Viola part: 7 pages
12	Paolo and Francesca Dramatic Overture for Orchestra	21	Orchestral	Printed	Orchestral partiture: 77 pages
13	Arabesque	31	Piano pieces	Printed	13 pages
14	Two Compositions for Piano: Prelude a la Russe	33	Piano pieces	Printed	9 pages
15	Praeludium et Fuga (Bach)	N/A	Piano pieces	Printed	19 pages
16	Theme and Variations	25	Piano pieces	Printed	16 pages
17	Canzonetta	? 37, no.2	Piano pieces	Printed	9 pages
18	Capriccio	13, no. 3	Piano pieces	Printed	5 pages
19	Praeludium	5, no.1	Piano pieces	Photocopy	5 pages
20	A Summer Night: Seven Tone Poems for the Pianoforte	7	Piano pieces	Printed	14 pages
21	Praeludium et Fuga	N/A	Piano pieces	Manuscript	8 pages
22	Fantasia et Fuga (Bach)	12	Piano pieces	Printed	11 pages
23	Sonatina	N/A	Piano pieces	Manuscript	11 pages
24	Tema Con Variazione	11	Piano pieces	Manuscript	16 pages
25	Scherzino	13, no.1	Piano pieces	Printed	5 pages
26	Chanson Triste	13, no.2	Piano pieces	Printed	3 pages
27	Praeludium	5, no.2	Piano pieces	Printed	7 pages
28	Improvisation	N/A	Piano pieces	Manuscript/Diazo type	3 pages (each)
29	Fantasia et Fuga (Bach)	N/A	Piano pieces	Manuscript	10 pages
30	"Day" Rhapsody (Arpa e Piano)	36, no.2	Piano pieces	Manuscript	8 pages
31	Improvisation	44, no.1	Piano pieces	Manuscript/Diazo type	3 pages (each)
32	Valsette for two pianos	N/A	Piano pieces	Manuscript/Diazo type/Pho.	11 pages +11 Pho. +2 pages diazo type

- I firstly entered data from items that were mixed in random boxes. There was no original order.
- There were more than 200 hundred items before we eliminated some of them. After entering the data to excel, I placed the items into acid-free folders and labeling folders. We have 85 folders now in the finding aid.
- The Inventory list helped me to sort the items. It helped me to create a bibliographic citation and entering data into Archon software, and creating EAD.
- Inventory list is in 6 sections: Title, Opus number, genre, medium, extent, notes
- I will explain each section and the importance of them to create the online finding aid.

Music Genres

- Sorting the items according to music genres in order to create “**Series**”.
- Requires archivist to have music expertise
- Five genres in Oldberg’s collection
 - Piano Music
 - Orchestral
 - Concertos
 - Chamber Music
 - Vocal Music

- Music can be divided into different genres in several ways. Music's artistic nature means that these classifications are often arbitrary and controversial, and some genres may overlap.
 - There are several academic approaches to genres. Music styles and forms could be categorized according to the geographical location.
 - That is the problem, and the archivist decides how to organize them according to user needs.
- Thus, organizing the items according to music genres requires archivists to have music expertise.
- We created the series in finding aid according to genres.

Extend and Notes of Items

Extend: Pages , Leaves , Parts, Scores

Notes: Publisher, Dedication, important
composer notes, corrections

Publishers

Chicago: Clayton F. Summy

Newton Center, MA.: The Wa-Wan Press

New York: G. Schirmer

Chicago : Neil A. Kjos Music Co. Publisher

New York : Eaton & Mains

- Creating "extend" and "notes" for archival music collection requires archivists to have music expertise.
 - For this collection, I put only dates, dedication, place, publication, any handwritten composer notes attached to the item.
 - There were some corrections and revisions on the items by the composer. For example, some works were earlier piano reproduction of more significant works such as symphonies. We could only identify by looking at the corrections or revisions to tell which manuscript was created first.
- There were the **five music publishers** that I entered in the notes section. We did not create a separate publisher section in the inventory file because most of the items were manuscripts.

Notes Section of Inventory

Arrangement of Opus 27, number 3, for two pianos	
Fingering in pencil, handwritten notes	
3 copies, different editions	
Earlier Edition and Later Edition of Cello part, pages 3 and 5 includes corrections (5 copies)	
(3 copies)	
Copyright by G. Schirmer, 1916 (11 copies)	
Copyright by Clayton F. Summy Co., 1913 (4 copies) 1 copy is very worn out	
Copyright by G. Schirmer, 1913	
Transcribed for piano solo, copyright by Clayton F. Summy. Co., 1913 (2 copies, one with performance notes)	
Copyright by Clayton F. Summy Co., 1907 (10 copies) one copy with performance notes	
Copyright by Clayton F. Summy Co., 1915 (20 copies) includes 2 complimentary Editions one with performance n	
Copyright by Clayton F. Summy Co., 1902 (38 copies) includes 1 complimentary	
Copyright by Clayton F. Summy Co., 1896	
Copyright by Clayton F. Summy Co., 1896	
1899, age 25 (notes)	
Transcribed for piano solo, copyright by Clanton F. Summy Co., 1907 (8 copies)	
Copyright by Clayton F. Summy Co., 1902 (36 copies)	
Copyright by Clayton F. Summy Co., 1902 (21 copies)	
Copyright by Clayton F. Summy Co., 1896 (19 copies) includes 1 complimentary	
composed in 1951	

As you see on this slide, some of the items have more than thirty copies. In this case, my supervisor and I eliminated and decided to throw some copies of printed items when they were so many identical copies of the original item and could not pass the paper test.

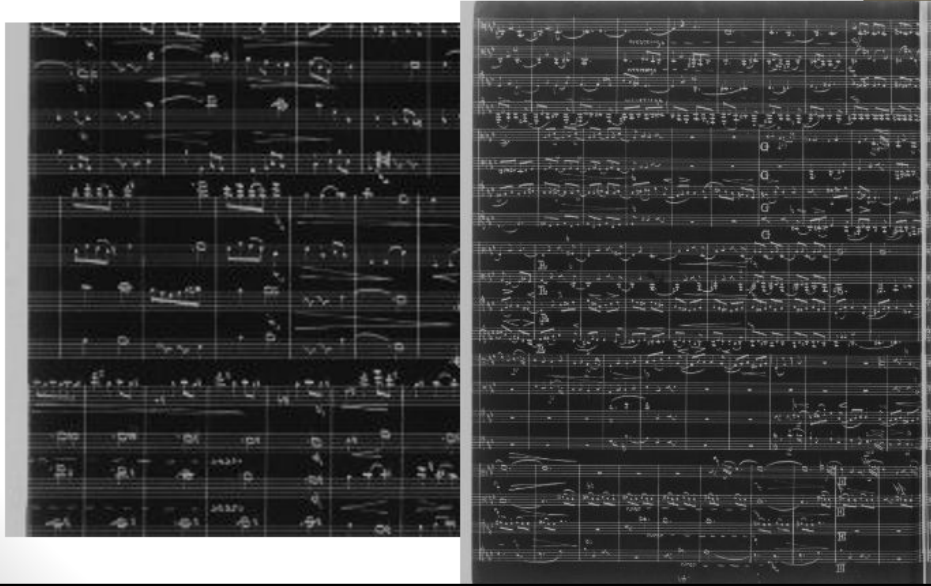
Medium of Items

Four Mediums in Oldberg's Collection

- Manuscript
- Diazotype
- Photocopy and Reverse-Photostat
- Printed or Published

- Medium of the music scores was essential to create the item level descriptions in the finding aid.
- It was necessary to show the scope and content of items.
- There were four kinds of mediums, manuscript, diazo type, photocopy, and reverse-photostat and printed.
- Most of the items were manuscripts.
- Reverse photostat and Diazotype were mediums that I learned during my internship.

Medium: Reverse Photostat



The photostat machine was an early projection copier invented in the 1900s. It is basically an early version of photocopy machine.

This reverse photostat is a copy of negative, that is white on black. In the Oldberg collection, some items were reverse photostat.

Medium: Diazotype Music Scores (copy of manuscripts)



“The dazotype was the most popular **photo reproduction technology** of the early and mid-20th century.” Composer used transparent copy paper.

The original document is laid on top of the chemically-coated side of a sheet of the dazo paper.

For more information see: The art and science of book conservation
(<http://www.lib.uchicago.edu/e/webexhibits/scienceofconservation/photoreproduction.html>)

- Whiteprinting replaced the blueprint process at the beginning of the 20th century. Also known as white print, it is basically copy of manuscripts.



The second step of creating the online finding aid was to enter the data from the inventory excel list to Archon.

- Archon was award-winning software for archivists and manuscript curators sponsored by University of Illinois.
- It automatically publishes archival descriptive information and digital archival objects in a user-friendly website.
- With Archon, there is no need to encode a finding aid, input a catalog record, or program a stylesheet.
- Archon's powerful scripts will automatically make everything in the system searchable and browsable on your repository's website.
- It allows archival repositories to more easily create and publish finding aids to their collections.

Bibliographic Data In Archon

Title: Quintet for piano and strings in C# minor, op. 24, 1908

Box 3, Folder 2 (Call number)

Note: Published score (43 p.) and 4 parts (Chicago : Clayton F. Summy Co.) ; performance markings in red and blue pencil on violin parts

Initial Articles: "La coquette, op. 14, 1902 »

- Consistency is important in bibliographic data. Look at the punctuation in this example.
- In notes section you see the data from "medium" and "extend" along with descriptions of the item.
- There were some time consuming difficulties while entering the data to Archon. Archon does not organize the items alphabetically; I had to organize them manually. Even Excel file was not helpful to sort in this case.

Look at the initial article "la" in this French title of an item.

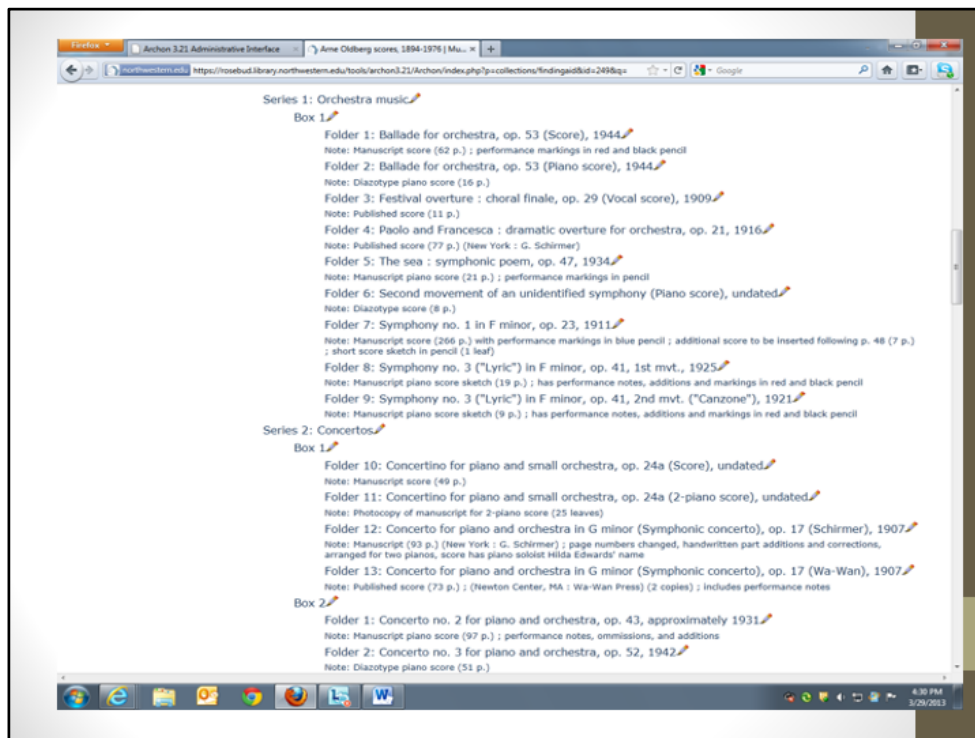
We located this item under **C not L**, and it was not sorted alphabetically in the excel file in inventory.

I had to notify these kind of items have initial articles such as "the" or "A" before entering them to Archon.



Housing period: In this slide, you see the first version of data before starting housing the materials and putting them into acid free folders and boxes.

- Housing the collection items was the last step of creating the finding aid. (Both physically and electronically in the software)
- During the housing period, I added boxes and renumbered the folders in the computer system after being sure how many items a box could take, because each of the item extend and size was different.
- Some series had only 6 items that did not fit into a full box.



As you see in this slide, Box one included concertos and orchestra music. There is a different numbering system as a result. Housing should go at the same time by entering box data electronically to the system.

http://findingaids.library.northwestern.edu/catalog/inu-ead-mus-archon-249?search_inside=clayton#top

Rules of Thumb

- Always document any processing or preservation actions.
- Do not describe in item-level unless you can count the items on your hands or they are part of a special collection.
- Every collection is different - not all elements will be used for every collection.
- Do not attempt to write a finding aid without understanding the collection hierarchy.

Archival Description



Nesting dolls are great analogies explains the hierarchy concept. It summarizes very well the level of archival description.

In Olderg's Score Collection, we used all of these levels.

Thank you for your time 😊
Comments / Questions ?

References

- Oldberg's Finding Aid:
<http://findingaids.library.northwestern.edu/catalog/nu-ead-mus-archon-249>
- Archon Official Website:
<http://www.archon.org/index.php>
- NU Music Library:
<http://www.library.northwestern.edu/libraries-collections/evanston-campus/music-library>
(Collection Development Policy)
- University of Chicago: The art and science of book conservation:
<http://www.lib.uchicago.edu/e/webexhibits/scienceofconservation/photoreproduction.html>

Additional Resources

- *Describing Archives: A Content Standard* (DAACS) (Society of American Archivists, 2007)
- Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Society of American Archivists, 2005)

