



Lila Acheson Wallace Library

Handbook

Juilliard

Contents

2	General Information
3	Juilliard Manuscript Collection
4	JUILCAT and JUILCAT Plus
5	Creating a PIN
6	Circulation Procedures
8	Reserve Materials
8	Ensemble Class Loans
9	Media Center
9	Keyboards
10	Photocopying Facilities
11	Computers
11	Remote Access
12	Reading Room Guidelines

The Juilliard School
60 Lincoln Center Plaza
New York, NY 10023-6588
Tel: (212) 799-5000 ext. 265
Fax: (212) 769-6421
library@juilliard.edu

Juilliard Lila Acheson Wallace Library

Library and Archives Staff

Jane Gottlieb, Vice President for Library and Information Resources

Katrina Art, Administrative Assistant/Acquisitions Assistant

Megan Shove Bidó, Technical Services Assistant

Brittany Camacho, Circulation Administrator

Jeni Dahmus, Archivist

Ethan D'Ver, Media Cataloger and Metadata Librarian

Alla Generalow, Cataloger

Alan Klein, Technical Services Librarian

Eric Mortensen, Digital Media Librarian

Dana Okrinova, Bookbinder and Conservator

David Scanlon, Circulation Administrator

David Snow, Cataloger/Archival Processor

Lee Anne Tuason, Assistant Archivist

Brien Weiner, Senior Catalog Librarian

Welcome to the Lila Acheson Wallace Library of The Juilliard School. All registered College Division students, Pre-College Division students, MAP, and Evening Division students who have paid a library fee are entitled to use the Library.

Alumni may use the reading rooms, but may not check out materials or use JUILCAT Plus. You must have an alumni card for identification, and schedule an appointment by calling the library at (212) 799-5000 ext. 265 at least 24 hours in advance. Please note that appointments are limited to business hours (**Monday through Saturday, 9am to 5pm**). Saturday visits are permitted for alumni.

Hours

Monday–Thursday	8:30am–9pm
Friday	8:30am–7pm
Saturday	9am–6pm
Sunday	2pm–7pm

Hours during vacation periods and the summer months will be posted.

Juilliard Lila Acheson Wallace Library

The Lila Acheson Wallace Library is a comprehensive resource for the School's performance and research needs. The collection includes more than 87,000 music performance and study scores, including scholarly editions of composers' collected works and other historical editions; 27,000 books (both print and e-books) on music, dance, drama, and general academic subjects; 25,000 sound recordings (LPs and compact discs), and 3,000 videos.

Complementing the library's printed materials is a rich collection of electronic resources that members of the community may access on JUILCAT Plus. These include streaming databases for audio and video, such as *Naxos Music Library*, *MET Opera on Demand*, *Berlin Philharmonic Digital Concert Hall*, and *MediciTV*, as well as digital music scores, full-text journals, on-line reference sources, and selected e-book collections. *JMedia* provides streaming access to digital audio and video of Juilliard performances.

Juilliard's Library is the proud home of the Juilliard Manuscript Collection—one of the world's great collections of autograph manuscripts, composer sketches, engraver proofs, and first editions. Complementing this extraordinary resource are the Peter Jay Sharp Special Collections, which include numerous rare printed editions, manuscripts, manuscript facsimiles, and archival collections. Among its highlights are the Igor and Soulima Stravinsky Collection, Arthur Gold and Robert Fizdale Collection, and Eugène Ysaÿe Collection.

Materials circulate only to current Juilliard School students and faculty members. Outside users may make appointments by calling (212) 799-5000 ext. 265 to view materials that are unique to Juilliard's collection. These appointments are limited to business hours (**Monday through Friday, 9am to 5pm**)

Juilliard Manuscript Collection

In February 2006, a priceless collection of autograph and working manuscripts, sketches, engraver's proofs, and other musical treasures was given to The Juilliard School by its chairman, Bruce Kovner. Called the Juilliard Manuscript Collection, it comprises 141 items, including several headline-making manuscripts, sketchbooks, and printed editions with extensive composer markings. Among the collection's holdings are the final working manuscript of Beethoven's Ninth Symphony prepared for the printer, with extensive revisions, corrections, and alterations by the composer; the autograph manuscript of the final scene of Mozart's *The Marriage of Figaro*; and an extensively worked autograph manuscript of the last 50 or so bars of the first movement of Mahler's Ninth Symphony.

A magnet for study and performance practice by musicians worldwide, the collection is housed in a specially designed and newly-constructed scholar's reading room, directly across the hall from the library.

A state-of-the-art Web site contains high quality digital images of most of the manuscripts in the collection. By logging onto juilliardmanuscriptcollection.org the user can examine the tiniest details of the scores, thanks to the site's use of "Ajax-zoom" technology.



Gustav Mahler. Symphony no. 9: sketch draft of end of first movement. Photo by Ardon Bar Hama

JUILCAT and JUILCAT Plus

JUILCAT, The Juilliard School Library Online Catalog, provides access to all of the Library's holdings. It is available via the internet at address library.juilliard.edu. *Please ask a librarian for assistance if you have any trouble accessing information via JUILCAT.*

The MY LIBRARY menu of JUILCAT contains links to My Account (where one can check circulation activity and renew items online), the online Library Handbook, descriptions of Juilcat Plus database resources, information on Copyright and Fair Use Policy, and a Suggest a Purchase area where one can submit acquisitions requests. There is an additional link for submission of comments. *Please remember to sign your name and provide contact information for all suggestions and comments* so that we may respond to your ideas. Alternatively, please speak to a Librarian if you would like to request new materials for the Library collection.

Under the center photograph are other links to additional Library information such as guides to the classification (call number) systems used for scores and books, bibliographic resources, new library acquisitions, and course reserves.

THE RESERVE LISTS links include course reserves searchable by faculty member's name or by course title. All reserve items are housed at the Circulation Desk or available digitally.

JUILCAT Catalog – Search Interfaces

The Library catalog can be searched using two interfaces, selectable by tabs. The default is Worldcat Discovery-Juilcat, which permits searching for materials contained in the Juilliard School Library alone, or including libraries worldwide. Links to subscribed database resources such as streaming media and electronic journal articles are also provided. The alternate searching interface is the Juilcat Classic Catalog, which, although restricted to Juilliard resources, is excellent for locating scores and books held by the Library. Instructions are provided which can help in making the best choice for various materials.

JUILCAT PLUS

JUILCAT Plus provides access to a wide range of electronic resources, including digital audio/video collections, periodical databases, and online dictionaries and encyclopedias. Members of the Juilliard community will be automatically authenticated for access to these resources if they are already logged on to the network via their Juilliard e-mail account or through Canvas, the learning management system. Authorized guests and other users without Juilliard network accounts will be prompted to log-on via their name, library barcode and PIN number.

JMedia

JMedia provides streaming access to digital audio and video recordings of Juilliard performances primarily for community members. Recordings of new performances are added as they become available and retrospective recordings are being added on an ongoing basis. A special section made possible through a grant from the Grammy Foundation, "Digitizing Juilliard's History," accessible to all, makes available many important recordings from the 1950s.

Creating a PIN - for Evening Division

If you do not have a PIN, you will be prompted to choose one the first time you fill out the "MY ACCOUNT" form. The PIN may be any combination of letters and numbers 1–30 characters in length. Create your PIN, confirm, and click "submit." You will need it for future access to "MY ACCOUNT." Please remember your PIN: If you want to change your PIN, you may do so from the "MY ACCOUNT" screen, provided you have a valid e-mail address registered with the Juilliard School Library. If not, or if you encounter any problems, please contact the Library via e-mail (library@juilliard.edu) to change your PIN.

Circulation Procedures

You must have your valid I.D. card with you in order to enter the library, check out materials, or use the media center.

Circulating books and scores may be checked out for a 4-week (28 day) period, with 1 renewal option for an additional 4-week period after the item has been out for a minimum of 2 weeks (14 days). The new due date will be four weeks from the renewal date.

The Library offers patrons the opportunity to renew items online from any computer. Users are reminded to note the new due date for the item, as this due date will not be stamped in the book/score itself. Online renewals follow the same procedures as manual renewals: the item must be out for a minimum of 2 weeks (14 days) before the renewal is allowed.

Media Materials, and items checked out on semester loan, may not be renewed.

Fines are charged at the rate of \$.25 per item per day for books and scores, and \$1.00 per item per day for CD and DVD recordings. There is no charge incurred for the first day past the due date. Overdue notices are sent via e-mail to students' Juilliard e-mail accounts after 1 day and again after 15 days; after 29 days a replacement bill is sent. Users may not check anything out if they owe more than \$5.00 in fines; circulation privileges are restored when all fines are paid off.

Other library users may request to have circulating materials "recalled" for their use. Items are recallable after they have been out for a minimum of 14 days.

The maximum fine for an overdue book or score is \$25; the maximum fine for an overdue CD or DVD is \$10.

Patrons may not have more than 40 items checked out at the same time, and may not check out multiple copies of the same item except if two copies are needed for performance.

Lost books, scores, or recordings must be reported at once to the Circulation Desk. The Library will order replacement copies through its own vendors; users should not purchase replacement copies themselves. The charge for lost items is the current replacement cost plus a \$30 processing fee.

Outstanding library fines and replacement charges will result in a block of the student's record with the registrar. The student may be prevented from registering or receiving a diploma or transcript until the charges are paid and the block removed.

There is a book drop to the left of the Library entrance. Please do not use the book drop when the Library is open; bring items inside. Do not deposit media materials, music from Juilliard's choral library, equipment, oversized or fragile items in the book drop.

The individual who checks out a work with multiple parts is responsible for returning the entire set intact. Incomplete sets will not be accepted for return. If one or more parts are lost, the borrower will be responsible for the cost of replacing the entire set.

College Division students may check out a maximum of five commercial media materials for a period of one week; no renewals are allowed. The fine for late return of media materials is \$1 per item per day. Items must be returned with all discs and liner notes intact.

Circulation of media materials (both check out and return) takes place at the main circulation desk. Please request assistance in the media center or at the circulation desk for access to media materials or to schedule appointments for listening/viewing/use of keyboard stations in the media library.

Reference items, periodicals, VHS tapes, LP recordings, cassette recordings, reel tapes, and non-commercial media materials do not circulate.

Library materials may not be marked or defaced in any way. The condition of the item is noted at the time of check-out. Users who return an item with new markings, adhesive tape, or other damage will be charged the full replacement cost plus a \$30 processing fee.

Reserve Materials

Reserve materials circulate for a 2-hour period; most are restricted for use within the Library. They are renewable twice for a maximum of two hours each time. There is a 1-hour grace period, after which fines accrue at the rate of \$1 per hour.

Certain reserve books and scores may be checked out overnight, but no earlier than 2 hours before the Library closing time. They are due back the following morning; the exact return time will be specified at the time of check out.

Ensemble Class Loans

Special arrangements can be made for semester loans of items needed for School- authorized chamber music ensembles. Please request an "Ensemble Loan" contract from the Circulation Desk. All ensemble loans must have the signed approval of a faculty sponsor and a Library staff member.

Semester loans are not renewable.

Media Center

The Arthur and Adele Schlesinger Media Center on the mezzanine level has facilities for accessing VHS tapes, DVDs, Blu-rays, compact discs, LPs, cassettes, DATs, and reel-to-reel tapes. Computers are also available for accessing digital media materials, JUILCAT Plus resources, and for use of Microsoft Office programs, music notation applications and other software. The LP collection is arranged on open shelves. Compact discs, cassettes, and video materials must be identified through the Library catalogs and then requested from the Media or Circulation Desk. Please note that the duplication of sound recordings and videos is forbidden by law. Willful damage to media equipment or the duplication of media materials on Library premises will result in suspension of Library privileges.

Keyboards/Study Rooms

The Library hosts 4 Yamaha Digital Pianos (2 in each of the study rooms) for use by students enrolled in keyboard studies classes.

Equipment Loans

Camera equipment is available for lending to students for the purpose of creating audio and video recordings. The Library also makes available iPads with digital score apps installed and equipped with page-turning foot pedals. Equipment must be reserved in advance using the reservation form linked from the library's homepage. Equipment must be picked up and returned in person on weekdays between 9am and 5pm. The loan period is 3 days for camera equipment with no renewals, and 7 days for iPads/pedals with one 7-day renewal. Camera equipment should be used for creating personal recordings, and not for recording of any Juilliard performances. Patrons are responsible for any costs related to damage or replacement of equipment. Fines for overdue equipment accrue at the rate of \$5 per day.

Photocopying Facilities

There are 2 user-operated photocopying machines in the copy alcove near the Library entrance, and 1 on the second floor near the Media Center. Copies are 15 cents per page; machines accept coins or one-dollar bills. *Please note that the circulation desk staff cannot provide change for photocopies.*

The copyright law of the United States governs the making of photocopies. The individual using the photocopy machine is liable for any infringement. Please consult a librarian in order to determine the legality of photocopying a particular item. Fragile or rare materials should not be photocopied due to the risk of damage.

Computers

The library has computers available for use by members of the Juilliard community in the following locations:

Reference Room

- Six computers for access to JUILCAT Plus
- Three computers for “free” internet browsing (these computers do not have Microsoft office programs), one with accessibility accommodations (JAWS)

Media Center

- Twelve computers equipped with Microsoft Office programs and other software for music notation, audio, video, and image editing. Users can log in using their Juilliard e-mail credentials.
- Non-circulating iPad workstation for access to Juilliard and other apps

Personal computer equipment

- Users who have their own laptop computers or mobile devices may connect to the Juilliard Secure WIFI network using their Juilliard e-mail credentials. If a wired connection is desired, please request assistance. RJ45 ethernet cables are available for Library-use checkout at the Circulation Desk.

Remote Access

Members of the Juilliard community may access the Library catalog from off-campus locations. The web address is: library.juilliard.edu. JUILCAT Plus databases may also be accessed remotely by authorized users.

Compliance with Juilliard Computer Use Policy

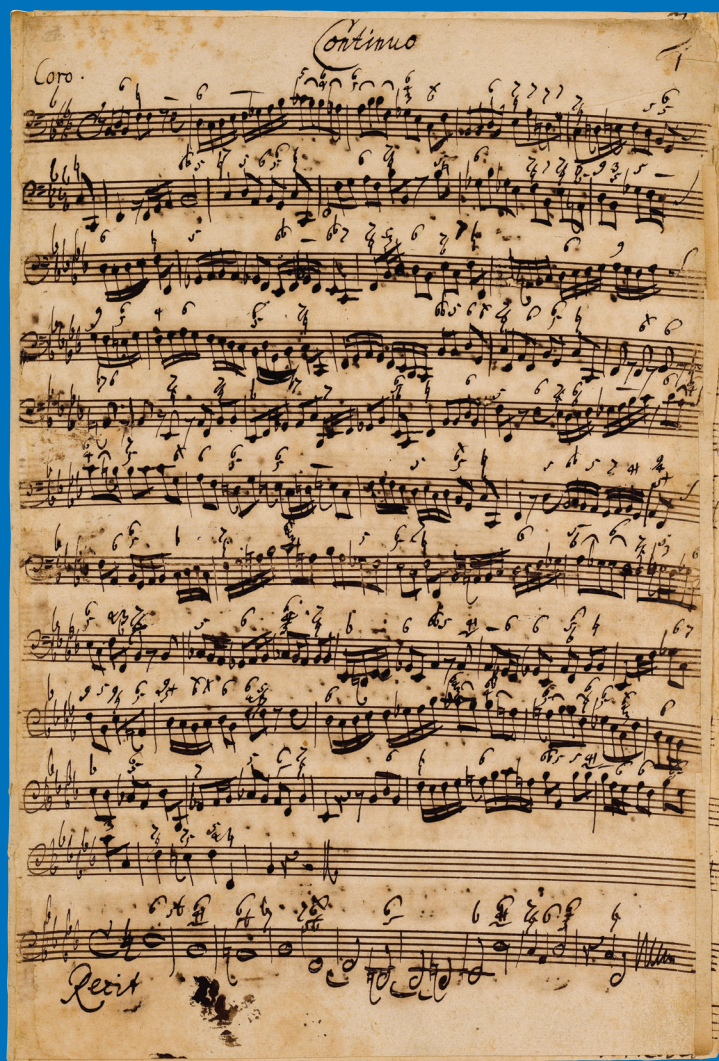
All users must comply fully with Juilliard’s Student Computer Use policy, as outlined in the *Student Handbook*. Unauthorized use of Library computers or the other internet computers in the building (including attempts to tamper with or change desktop displays) will be subject to disciplinary action in accordance with School policy.

Reading Room Guidelines

- Please do not reshelve scores or books. Shelving is done by Library personnel.
- Do not deface or damage Library furniture or equipment.
- We reserve the right to check all bags.
- Please be respectful of Library materials: they are easily damaged. Do not attempt to repair items; please point out items in need of repair to a Library staff member. *Library items must not be marked or defaced in any way! This includes taping pages to Library scores.*
- Please be respectful of others and keep unnecessary conversation to a minimum.
- Please turn cell phones off. All calls must be taken outside the Library.
- *In addition to the 100,000 scores, books, and recordings listed in the catalogs, the Library also has thousands of items housed in storage areas. Many of the items in storage collections can be checked out. If you can't find what you're looking for in the catalogs, please ask a librarian for assistance.*

The Library facility and its resources are here for your benefit.

WE ARE HERE TO HELP YOU: DO NOT HESITATE TO ASK QUESTIONS!

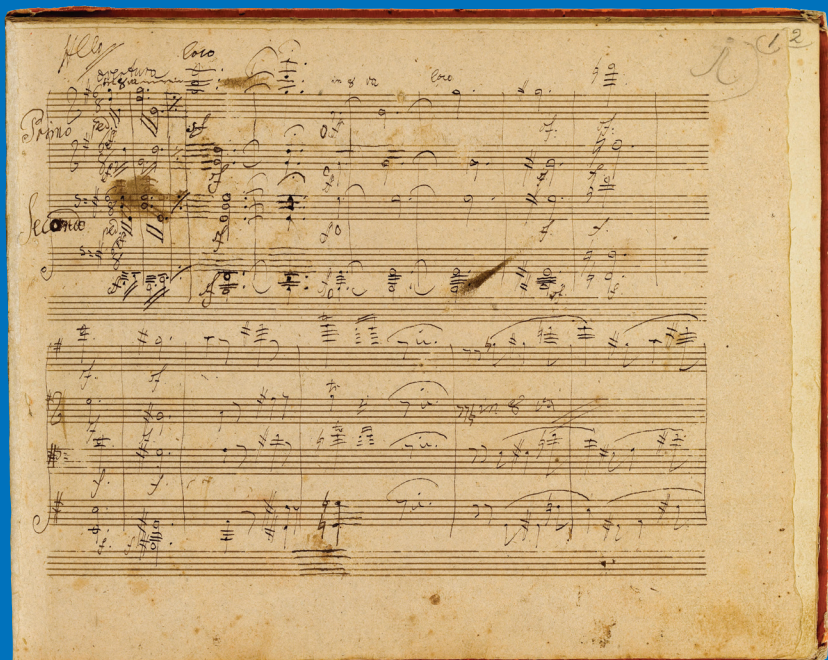


Juilliard Manuscript Collection

juilliardmanuscriptcollection.org

Johann Sebastian Bach. The lost manuscript of the transposed continuo part of Cantata "Es ist ein trotzig und verzagt ding," BWV 176, from the original set of performing materials for the premiere in Leipzig on May 27, 1765.

Digital Photography by Ardon Bar Hama



Ludwig van Beethoven. The lost manuscript of the composer's piano, 4-hand arrangement of his *Grosse Fuge*, penned in 1826 at the very end of his life. Photo by Ardon Bar Hama

Juilliard