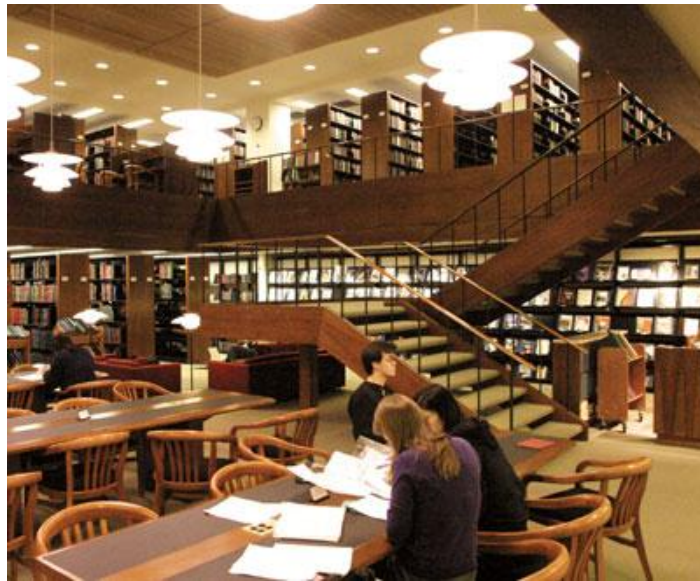

The Juilliard School

Lila Acheson Wallace

Library

*60 Lincoln Center Plaza
New York, NY 10023-6588*

*Tel: 212/799-5000, ext. 265
Fax: 212/769-6421
e-mail: library@juilliard.edu*



2011-2012 Handbook



Juilliard Manuscript Collection
www.juilliardmanuscriptcollection.org

Beethoven. Grosse Fuge. First page of music.

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NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

Library and Archives Staff:

Jane Gottlieb, Vice President for Library
and Information Resources

Danae Alessi, Technical Services Assistant

Sandra Czajkowski, Record Librarian

Jeni Dahmus, Archivist

Chad Gneiting, Administrative/Acquisitions Assistant

Alan Klein, Technical Services Librarian

Glenn Loflin, Media Librarian

Dana Okrinova, Bookbinder and Conservator

Sayer Palmer, Circulation Administrator

Sandra Schipior, Cataloger

David Snow, Cataloger/Archival Processor

Lee Anne Tuason, Archives Assistant

Brien Weiner, Senior Catalog Librarian

Daniel Yurkofsky, Circulation Assistant

NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

**THE JULLIARD SCHOOL
LILA ACHESON WALLACE LIBRARY**

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. Alumni access to the Media Center is by advance appointment only.

HOURS

READING ROOMS AND CIRCULATION DESK:

Monday thru Thursday	8:30 am - 9:00 pm
Friday	8:30 am - 7:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	2:00 pm – 7:00 pm

MEDIA CENTER:

Monday thru Thursday	8:45 am - 8:45 pm
Friday	8:45 am - 6:45 pm
Saturday	9:00 am - 4:45 pm
Sunday	2:00 pm –6:45 pm

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

NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

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 73,000 music performance and study scores, including scholarly editions of composers' collected works and other historical editions; 23,000 books on music, dance, drama, and general academic subjects; 25,000 sound recordings (LPs, compact discs, reel-to-reel, cassette, and DAT tapes); and, 2,500 videos.

Juilliard's Library is the proud home of the [Juilliard Manuscript Collection](#)—one of the world's greatest collections of autograph manuscripts, composer sketches, engraver proofs, and first editions. Complementing this extraordinary resource is the [Peter Jay Sharp Special Collections](#), which includes numerous rare printed editions, manuscripts, manuscript facsimiles, and archival materials.

Materials circulate only to current Juilliard School students and faculty members. Outside users may make appointments to view materials that are unique to Juilliard's collection. These appointments are limited to business hours (Monday through Friday, 9 a.m. to 5 p.m.).

NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

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 140 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, created in spring 2007, contains high quality digital images of most of the manuscripts in the collection. By logging onto www.juilliardmanuscriptcollection.org the user can examine the tiniest details of the scores, thanks to the site's use of "Zoomify" technology.

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JUILCAT

JUILCAT, The Juilliard School Library Online Catalog, provides access to all of the Library's holdings. It is available via the internet at address <http://library.juilliard.edu>. PLEASE ASK A LIBRARIAN FOR ASSISTANCE IF YOU HAVE ANY TROUBLE ACCESSING INFORMATION VIA JUILCAT.

THE LIBRARY INFORMATION section of JUILCAT contains Library hours, circulation procedures, new acquisitions lists, special resource lists, and classification schedules. This part of the system also includes a "Suggestion Box." PLEASE REMEMBER TO SIGN YOUR NAME AND BOX NUMBER TO ALL SUGGESTIONS, so that we may respond to your ideas. Please speak to a Librarian if you would like to request new materials for the Library collection.

THE RESERVE LISTS MODULE includes course reserves listed by faculty member's name. Print reserve items are housed at the Circulation Desk; media reserve items are housed in the Media Center (see *Circulation Procedures: Reserve Items*, pg. 9).

CREATING A PIN

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 this PIN for future access to "MY ACCOUNT" and JUILCAT Plus. Please remember your PIN. If you want to change your PIN, you may do so from the "MY ACCOUNT" screen or the Login screen for JUILCAT Plus, 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.

NO FOOD OR BEVERAGE ARE PERMITTED IN THE LIBRARY

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 2-week (14 day) period, with 1 renewal option for an additional 2-week period after the item has been out for a minimum of 1 week (7 days). The new due date will be 2 weeks from the original due date.

The Library offers patrons the opportunity to renew items online from any computer. Please see main JUILCAT menu under "MY ACCOUNT." 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 7 days before the renewal is allowed.

CD and DVD recordings, or items checked out on semester loan may not be renewed either online or in person.

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 items only one day late. 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.

Library users may request to have circulating materials "recalled" for their use. Items are recallable after they have been out for a minimum of 7 days. If the item is not returned within 3 days after being recalled, the overdue fine increases to .50 per day. Recall notices are also sent via e-mail.

NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

The maximum fine for an overdue book or score is \$ 25.00; the maximum fine for an overdue CD or DVD is \$ 10.00.

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.

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 \$25.00 processing fee.

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 CDs, DVDs, music from Juilliard's choral library, 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 1 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 2 commercial CD or DVD recordings for a period of 1 week; no renewals are allowed. The fine for late return of CD or DVD recordings is \$1.00 per item per day. Items must be returned with all discs and liner notes intact.

Circulation of CDs/DVDs (both check out and return) takes place at the Media Center desk.

Reference items, periodicals, VHS tapes, LP recordings, cassette recordings, reel tapes, and non-commercial CDs and DVDs 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 damage will be charged the full replacement cost plus a \$25.00 processing fee.

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RESERVE MATERIALS

Reserve materials circulate for a 2-hour period; most are restricted for use within the Library. They are renewable twice for a period of 2 hours each time. There is a 1-hour grace period, after which fines accrue at the rate of \$1.00 per hour, with a maximum fine of \$10.00.

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.

**Failure to return Library materials
constitutes theft and will result in
disciplinary action in accordance with
school regulations.**

ENSEMBLE CLASS LOANS

Special arrangements can be made for semester loans of items needed for School-authorized chamber music ensembles. Please request an "Ensemble Class 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.

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MEDIA CENTER

The Arthur and Adele Schlesinger Media Center on the mezzanine has facilities for accessing VHS tapes, DVDs, compact discs, LPs, cassettes, DATs, and reel-to-reel tapes. Two computers are also available for accessing digital media materials. You must present a valid ID card in order to use a listening station. 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 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.**

VIDEO VIEWING

There are two Video Viewing Rooms in the Media Center for viewing the Library's extensive collection of commercial and non-commercial VHS tapes and DVDs (including archival videos of Juilliard performances). These rooms also have interactive computer terminals for access to CD-ROM media. Please sign up in advance to use the equipment in the Video Viewing Rooms.

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.

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INTERNET ACCESS

Selected computers in the Reference Room provide access to the internet. Internet resources are provided to Library users for reference and research purposes; they serve as supplements to the print resources that are found on the Library's shelves. There are three computers at the far end of the Reference Room that may be used for web browsing and personal e-mail. Note that browsers are limited and file downloads are not possible. Also, no security is in effect for personal email. Use of these computers is on a first-come, first-serve basis, with a 20-minute time limit. The other computers in the Reference Room are designated for use of JUILCAT PLUS reference databases. These computers are not equipped with MS Word or Excel.

Additional internet computers are available in other locations in the Juilliard building and in the Rose building.

LAPTOP COMPUTERS

The Library has 4 laptop computers that may be checked out at the Circulation Desk for use within the Library. Use is limited to a 3-hour time period. Personal files may not be stored on the Library laptops; they will be deleted after each use. These laptops may also be used to connect to the internet through the GRAY data ports on the reading room tables (see below) or the wireless network.

Users who have their own laptop computers with Ethernet cards may connect to the internet using the GRAY data ports on the reading room tables. Please note that these are network ports, not modem lines. You must use a RJ45 cable to connect; cables are available at the Circulation Desk. A wireless network is also available in the Library.

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REMOTE ACCESS

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

JUILCAT PLUS

JUILCAT PLUS provides access to a wide range of electronic resources, including periodical indexes and other databases. You must enter your name and barcode to access JUILCAT PLUS as follows:

- Name: Type your last name followed by a comma, then first name.
- Barcode: Type in the 14-digit library barcode on the back of your Juilliard ID card without spaces.
- PIN: You will be prompted to create a PIN the first time you access JUILCAT PLUS which you can use thereafter.

Please contact the library staff if barcode or PIN numbers fail.

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.

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Coro.

Continuo

Recit

This image shows a page of handwritten musical notation on aged, yellowed paper. The notation is arranged in ten staves. The top staff is labeled 'Coro.' and the word 'Continuo' is written in a large, decorative script above the first few staves. The notation includes various musical symbols such as clefs, notes, rests, and bar lines. At the bottom of the page, the word 'Recit' is written in a similar decorative script. The paper shows signs of age, including some staining and foxing.

Juilliard Manuscript Collection
www.juilliardmanuscriptcollection.org

J.S. Bach. Cantata 'Es ist ein trotzig und verzagt Ding' BWV 176.

READING ROOM GUIDELINES

ABSOLUTELY NO FOOD OR BEVERAGES ARE PERMITTED IN THE LIBRARY

- 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!