The Music / Media Library, located on the west end of the library building’s top floor, contains a large repertory of music scores, collected works, reference books, and audiovisual media. The W.B. “Judge” Hamilton Audio/Visual Resource Center offers playback equipment for several media formats. The A/V Center houses over 20,000 sound CDs, over 7,000 long-playing records and sound tapes, plus hundreds of University performances on various media. The Music/Media Library also contains over 11,000 video recordings primarily supporting the academic disciplines. This on-shelf collection is augmented by a growing body of online, multidisciplinary video and sound recordings, scores and reference works, available from the library website’s Databases list (select Audio, Video or Music) the Music Research Guide, both linked from the M/ML web page at library.tcu.edu/music-media-library.asp.

Within the M/ML, print scores and reference works can be browsed freely; however, the sound and video shelves are restricted to MML staff only. Records for sound and video recordings can be browsed using the online catalog. Instructions on finding video and other media are available through LibAnswers on the library’s home page, the Video Resources Guide, and the information sheets linked from the M/ML web page, available on paper in the Music/Media Library.

The Music/Media Library’s hours differ from those of the library building. Regular hours for the fall and spring terms:

- Monday thru Thursday: 8 am -10 pm
- Friday: 8 am - 6 pm
- Saturday: 10 am - 6 pm
- Sunday: 2 pm - 10 pm

These hours govern the availability of scores, Music/Media reference works and recordings. Non-reference music books are located outside the Music/Media Library entrance, and are available whenever the library building is open. The M/ML’s hours for any given day are on its web page. The “Hours” quick link on the library’s home page lists regular and special library hours for this department and all others. Online resources are 24/7.

### Borrowing
Most materials can be checked out by the TCU community, with the exception of Music Library Reference, “non-circulating” materials or Reserves. Non-reference book loan periods vary from 1 to 4 months, depending on borrower status; scores check out for one month; video recordings for one week, and sound recordings for two weeks. Checkout of sound and video recordings is limited to 10 each. Materials can be renewed twice online if not already due or on hold. Special borrowing needs may be discussed with M/ML staff.

### Services
Service information links are found on web pages dedicated to the library’s various clientele. These pages are accessible at library.tcu.edu under “Patron Services.” Clientele categories include Undergraduates, Graduate and Brite Students, Distance Education, Faculty and Staff, TCU Alumni, Friends of the Library, Clark Society, Visitors and TexShare.

### Library instruction
Humanities Librarian Ammie Harrison offers library orientations to new faculty, students, ESL and other groups. Music/Media Librarians Cari Alexander and Laura Ruede offer Music and Dance-related library instruction and individual consultations on request, and other subject specialists in the Reference department are available for individual and group sessions. Faculty is encouraged to schedule classes and make private appointments to review resources or discuss research needs. Staff contact information is available at library.tcu.edu/reference.asp.
Course reserves

Instructors - reserves are the best option whenever several students will be using items available in only one or two copies. Instructors can set up in-library reserves in the Music/ Media Library or in Access Services (Library Services) on the second floor by using the online form, or by filling out a form in person in the Music/Media Library. A how-to video is available. This procedure applies to physical items such as books, videos and sound recordings; however, online (digital) reserves can also be set up. Please note that online journal articles or sound and video database selections with persistent (durable) links do not actually need to be reserved; linked lists of selections can be given directly to students without going through a reserve process. E-books can also be linked in a list, using catalog permanent links. (Durable links can usually be constructed if the database doesn’t offer them – ask a librarian.) For any type of reserve materials, please allow as much lead-time as possible so that the needed materials can be located and placed on reserve or, if necessary, purchased. For reserve items needed on a recurring basis, purchase will be the best option where the library doesn’t already own the materials.

Special note: the Library offers many sound and video databases, in which “play lists” or clips can be set up for classes, in effect acting as a reserve. Even simpler, it is also possible to add durable urls (permalink/links) to bibliographies or syllabi in order to connect students directly with database selections. Find links to these databases and other online resources by selecting Audio or Video from the “Type” databases list at library.tcu.edu/databases.asp. (See more on databases below.)

Students - once reserve lists are set up, students will find course reserves information from the Research resources: Course reserves links on any of the student-related Patron Services pages: Undergraduates, Graduate and Brite Students, or Distance Education Students. Listings can be sorted by course name, course number and instructor.

Databases and E-journals

At library.tcu.edu databases are accessible by the center Databases panel or typing library.tcu.edu/databases.asp: both routes offer a Music databases list (under “Subject”) in addition to the Audio and Video lists (under “Type”). Several of the best music databases are accessible from the Music Online database interface (under “M” on the alphabetical Databases list). Absent from the Music Online interface are non-Alexander Street Press databases such as Naxos Music Library and DRAM (Database of Recorded American Music), which are available from the “N” and “D” databases lists or from the Music or Audio databases lists. The library website’s E-journals list offers a Music, Dance, Drama & Film filter that allows any of those separate disciplines to be selected. A number of specific database and e-journal links are present in the Music Research Guide.

Purchase requests

Library users may suggest purchases for the Library via library.tcu.edu/suggest-new-materials.asp, or by clicking on the “Suggest New Materials” link in catalog search results pages (see example below). Access to the catalog is available via the catalog panel at library.tcu.edu (click for “more search options”), or by typing library.tcu.edu/catalog into a web browser. Faculty may also communicate purchase requests to Music/Media Library staff, or to the Head of Acquisitions, Dennis Odom. Faculty can request to be notified when a purchased item is ready for checkout, by using the “comments” section of the form. If an item is needed immediately, the need to “rush” the item can be indicated by clicking the radio button in the upper right area of the form. Please give as much information as possible to be sure the item is purchased, including, if possible, the ISBN (international standard book number) or other data.

Interlibrary loan

For items not available from the TCU Library, the Interlibrary Loan department can acquire almost any book, book chapter, or journal article for individual research purposes. Typical turnaround time is 7-14 days for physical items; this may be somewhat shorter for items available as PDF files. Read about this service and enter requests at library.tcu.edu/interlibrary-loan.asp, or visit the ILL office in the library building. For items needed on a frequent basis, as for course reserves, however, purchase or subscription may be the best option, in order to comply with copyright law (see Purchase requests, above).

Policies

Food and drink (including water) are not allowed within the Music/Media Library, but may be consumed in the east library Bistro area.