

## The Music / Media Library

8/8/2024 l.ruede@tcu.edu

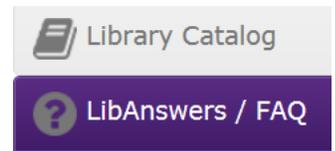
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The **Music/Media Library**, located on the west end of the library building's top floor, contains a large repertory of music scores, collected works, reference books, and audiovisual media. The W.B. "Judge" Hamilton Audio/Visual Resource Center, open by appointment, offers limited playback equipment for some 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.

The 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](http://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 [Advanced Search / Library 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. Normal hours for fall and spring terms:

Monday, Tuesday, Thursday	8 am - 8 pm
Wednesday	8 am - 10 pm
Friday	8 am - 5 pm
Saturday	closed
Sunday	2 pm - 10 pm

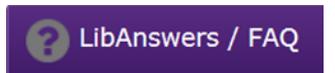


Note: stated hours govern the availability of scores, Music/Media reference works and non-reserve video and sound recordings; [the Audio/](#)

**Visual Center (reserve recordings and playback equipment) is appointment-only.** Non-reference music books outside the MML 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.



[Browse all the FAQs ; Topics](#)  
[>Borrowing Policies](#)  
[>>How long can I borrow ... items?](#)

### Services

Service information links are found on web pages dedicated to the library's various clientele. These pages are accessible at [library.tcu.edu](http://library.tcu.edu) under "Services." Clientele categories include Students (undergraduates, graduate / Brite and Distance Education), [Faculty and Staff](#), [TCU Alumni](#), [Friends of the Library](#), [Clark Society](#), [Visitors and TexShare](#).



[Students](#)  
[Faculty / Staff](#)  
[Alumni, Visitors and TexShare](#)

### Library instruction

Outside the MML, librarian [Ammie Harrison](#) offers Theatre-related library instruction, in addition to other subject disciplines. 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 can schedule classes and make private appointments to review resources or discuss research needs. Staff information is available at [library.tcu.edu/reference.asp](http://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 [print materials reserve request form](#), or by filling out a form in person in the Music/Media Library. A [set of FAQs](#) is available. Procedures apply to physical items such as books, videos and sound recordings; however, [online \(digital\) reserves](#) can also be set up using the [e-materials \(online\) reserve request form](#). 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 permanent weblinks. (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 (permalinks) 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 [libguides.tcu.edu/az.php](http://libguides.tcu.edu/az.php). (See more on databases below.)

**Students** - once reserve lists are set up, students will find [course reserves information](#) from the Research resources section of the [Students page](#). Listings can be sorted by course name, course number and instructor.

## Databases and E-journals

At [library.tcu.edu](http://library.tcu.edu) databases are accessible by the center Databases tab or typing into a browser, [libguides.tcu.edu/az.php](http://libguides.tcu.edu/az.php); 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](#),

which is available from the “N” databases lists or from the [Music](#) or [Audio](#) databases lists. A number of specific database and e-journal links are present in the [Music Research Guide](#). In the realm of electronic journals, some [recent Music journal issues can be browsed online using Browzine](#), accessible from the [Databases list](#) or the [Electronic Journals and Ebooks web page](#), or by using the [FrogScholar Journal Search](#), which features Music broadly, breaking down into sub-categories.

## Purchase requests

Library users may suggest purchases for the Library via the “Suggest new materials” form at [library.tcu.edu/suggest-new-materials.asp](http://library.tcu.edu/suggest-new-materials.asp), findable in the [web page index](#) under “S.” 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 about the item to be 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. Turnaround time may be 7-14 days for physical items; for items available as PDF files, possibly 24 to 48 hours. Read about this service and enter requests at [library.tcu.edu/interlibrary-loan.asp](http://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, purchase or subscription may be the best option, instead of Interlibrary Loan, in order to comply with [copyright law](#) (see Purchase requests, above).

## Food and drink policy

Food and drink are not allowed within the Music/Media Library, but may be consumed in the east library Bistro area. Water is allowed in a closed, leak-proof container.

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Services

>Special faculty services  
>>Course reserves

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Services

Students  
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Databases

Quick  
Links : Ejournals

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Interlibrary Loan