The special officer, committee, and representative reports were compiled and edited by Carol Tatian and Paula Matthews. The chapter annual reports were compiled and edited by Don Roberts.

Roundtable reports will continue to appear in the body of the regular issues of the MLA Newsletter and are not included here. Also, beginning next year, the charges of the various committees and subcommittees will not appear in the Annual Reports supplement. These will be printed in the Membership Handbook.

SPECIAL OFFICERS

ADVERTISING MANAGER

SUSAN C. DEARBORN, Advertising Manager

Charge: To serve as advertising editor for Notes, including: a) sell advertising space to generate revenue for MLA and to inform members of available products and services, b) do layout of advertising section in each issue for Notes, c) compile index to advertisers for each index, and a cumulative index for the final issue of each volume, d) compile billing list for each issue to send to the MLA Business Office before each issue is published, e) manage exchange advertising agreements with other journals and organizations and then manage advertising in other MLA publications such as the annual Membership Handbook.

Annual Report: During the past year this position, which had carried the title of Notes Advertising Manager was converted to a special officer position with the title of Advertising Manager of the Music Library Association. This will allow for the expansion of the responsibilities, including management of advertising in the Membership Handbook and other MLA publications deemed appropriate by the Board.

The 1992/93 volume of Notes saw growth in several aspects of the advertising section: a 5% growth in billings, a 10% growth in first time advertisers, and a 4% growth in the total number of advertising pages. The comparative 1991/92 and 1993/94 statistics are as follows:

<table>
<thead>
<tr>
<th>Years</th>
<th>Total # Ad Pages</th>
<th># of 1st-time Advert.</th>
<th>Total $ Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992/92</td>
<td>178</td>
<td>19</td>
<td>28,427.30</td>
</tr>
<tr>
<td>1992/93</td>
<td>186</td>
<td>21</td>
<td>29,930.88</td>
</tr>
</tbody>
</table>

submitted by Susan C. Dearborn

CONVENTION MANAGER

NED QUIST, Convention Manager
JOE FUCHS, Assistant Convention Manager

Charge: The convention manager is responsible for the arrangement of MLA's Annual Meeting, including hotel negotiations, meeting spaces, accommodations, food served during the convention at banquets, receptions, and other official meetings, exhibits, advertising in the official program, audio/visual equipment required for sessions, and the budget for the convention.

Annual Report: The Annual Convention of was held Feb. 3-7 at the Westin St. Francis Hotel in San Francisco. At the 1993 Annual Meeting a committee chaired by Gordon Theil and including Martin Silver, Christine Hoffman and Ned Quist interviewed the final candidates for the job of Assistant Convention Manager and selected Joe Fuchs of Glendale Public Library. The convention manager visited the Seattle area in August of 1992 and recommended three hotels to the president, Don Roberts. A contract was signed with the Westin Hotel Seattle.

submitted by Ned Quist

PLACEMENT OFFICER

PATRICIA FISKEN, Placement Officer

Charge: To assist music librarians who seek employment and inform members of developments in the job market. To publish a monthly Joblist of positions currently available.

Annual Report: During 1992-93 the Placement Service's monthly Joblists advertised 170 positions: 62 new listings and 41 re-postings, a total increase of 11 new list-

ings from the previous year. Of the new positions posted, 5 were located in the West, 10 in the Midwest, 15 in the South, and 30 in the Northeast. One position was an overseas listing and another an MLA administrative position. Twenty-eight positions were for catalogers, 5 for reference librarians, and 27 for administrative and/or mixed positions.

The year ended with 361 members of the Placement Service, an increase of 27 over last year's membership. Additional sta-

Annual Reports:

Special Officers AR-1
Standing Committees AR-2
Special Committees AR-4
Representatives AR-11
Chapters AR-13
Board of Directors AR-16
tical information is available from the Placement Officer, including salary minimums and educational requirements for positions.

The membership fee increased from $10.00 to $15.00 for individual members, and from $15.00 to $20.00 for outside US and institutional members.

The Placement Officer held an orientation session, participated in the Personnel Subcommittee's "Interviewing Workshop", coordinated 41 interviews, and provided employment information at the annual meeting in San Francisco. The Placement Officer also coordinated the Mentoring Program for its third year. It was suggested that perhaps the newly-formed New Members Roundtable and/or the Personnel Subcommittee of the Administration Committee might help coordinate the Mentoring Program in the future.

submitted by Patricia Fiskin

PUBLICITY OFFICER

RICHARD E. JONES, Publicity Officer

Charge: The Publicity Officer furthers the interests of the Music Library Association and the sale of MLA publications through informational campaigns, advertising, and exhibits.

Annual Report: Informational Activities: Press releases were prepared and mailed soliciting nominees for the 1993 MLA awards, announcing the 1992 Walter Gerboth and annual publications awards, and announcing the dates and topics for the 1994 MLA Annual Conference in Kansas City. These releases were sent, as appropriate, to a lengthy list of journals in librarianship and music, to administrative and official personnel in organizations and association in related fields, and to email lists in related fields. Meetings have been or are planned with appropriate officers of related organizations to determine in what ways MLA can: (1) inform members of these organizations or MLA's purpose and services, and (2) make a contribution to the professional lives of the members of those organizations. The complete list of MLA Chapter publications was revised and distributed; it is also included in the MLA exhibit materials.

Advertising: Press releases were prepared for all new MLA publications and concerning the availability of taped recordings of the plenary sessions of the Annual Meeting. These are sent to all appropriate library schools, musical and library journals, and related organizations. In addition, releases were sent to appropriate email lists for distribution to list members. The publications list and order form were revised with the assistance of the NOTES Advertising Manager and the editors of MLA monographic series. Advertising space was purchased or exchanged for new MLA publications in Brio, ARCS Journal, and Society of American Archivists Newsletter (for TR 21) and Cataloging and Classification Quarterly and LRTS (for Music Cataloging Decisions and the Music Cataloging Bulletin Index/Supplement). Direct-mail campaigns were prepared for TR 21 with the Society of American Archivist and ARCS for MCD and MCB Index/Supplement through the Music Cataloging Bulletin.

Exhibits: The MLA exhibit appeared at seven conferences in the past twelve months: the American Library Association, the American Musicological Society/Society for Music Theory, the Art Library Society of North America, College Music Society/Association for Music Technology, the Music Library Association, Society for Ethnomusicology, and the Sonneck Society. At each of these meetings, groups of volunteers took responsibility for organizing and staffing the MLA exhibits. The list is too long to enumerate, but, without the extensive assistance and participation of these MLA members, the Association would be unable to perform this service. We are grateful to one and all.

submitted by Richard E. Jones

STANDING COMMITTEES

DEVELOPMENT COMMITTEE


Charge: The Development Committee in cooperation with the Executive Secretary shall be responsible for attracting new members to and promoting the interests of the Association; to advise and assist the Board and the President in matters pertaining to raising monies for the Association and to assist with projects as determined by the Board.

Annual Report: After four years of service, Geraldine Ostrove stepped down from the position as Chair of the Development Committee. Jane Gottlieb was appointed to the position of Chair at the 1993 annual meeting. The Fund Raising Subcommittee has been subsumed into the Development Committee.

The Vincent H. Duckles Award endowment campaign was officially kicked-off at the 1993 annual meeting in San Francisco. Over $5,000 in donations was received during the meeting. At present the campaign is ca. $2,600 short of its goal of $19,000 needed to endow the award; this goal will hopefully be achieved at the 1994 Kansas City meeting. A list of Duckles Fund contributors was published in the September/October issue of the MLA Newsletter.

Following the MLA Board of Directors' establishment of a new category for "Corporate Membership," the Development Committee embarked upon a special Corporate Membership drive. In June of 1993, 65 letters were sent to possible corporate supporters inviting their participation in this program. To date, two companies have joined under this new category. Dues are $500.00 per year, and allow all the benefits of institutional membership plus special discounts on the purchase price of MLA mailing lists, advertising in Notes and other MLA publications, as well as on fees for exhibit tables at the annual meeting. A follow-up campaign to pursue additional corporate members is currently in process.

In other areas of fund-raising, plans are underway for holding a "Silent Auction" at the 1994 Kansas City meeting as a fund-raising activity.

The Development Committee is presently working to design a "Giving to MLA" brochure, which will describe all of the organization's giving programs.

submitted by Jane Gottlieb

Membership Subcommittee

Members: Suzanne Risley, chair; Marsha Berman, Eileen Dolan-Heitlinger, Sarah Dorsey.

Charge: To study the makeup of the membership. To develop programs that will
bring knowledge of MLA to others who might be interested in joining it.

**Annual Report:** Suzanne Risley was appointed to the position of Chair of the Membership Subcommittee, succeeding Dawn Thistle who stepped down in June of 1993.

The Membership Subcommittee met in conjunction with the Development Committee at the 1993 annual meeting in San Francisco. Areas of discussion included reinforcement of recruitment efforts on the chapter level, contacts with library schools, and attempts to increase the numbers of subscribers to *Notes.*

The Subcommittee is presently working to develop a systematic approach to chapter membership outreach that can be implemented in a consistent fashion. We are reviewing the potential membership market in order to identify target groups on which to focus membership efforts, and seeking to strengthen ties with the other groups within MLA who are concerned with membership issues or who work with potential new members, such as the Personnel Subcommittee, Placement Service, and Education Committee.

submitted by Jane Gottlieb

---

**EDUCATION COMMITTEE**

**Members:** Laura Dankner, Chair; Roberta Chodacki; Lisa Redpath; Michael Rogan; Joyce Weemer; Raymond White.

**Charge:** The Education Committee devises and coordinates activities related to professional and continuing education for music librarianship. Such activities may include: planning and coordinating pre- or post-conference workshops, which generally deal with topics in greater depth or with a stronger emphasis on practicality than in the general sessions of the annual meetings; presenting workshops on the basic precepts of music librarianship through the sponsorship of library schools, MLA chapters, or regional library associations and councils; developing instructional materials for such workshops and making them available as requested outside the context of the workshop; functioning as a clearinghouse for information regarding courses and curricula in music librarianship; publicizing MLA continuing education activities in the organization, and acting as a liaison with various state continuing education committees.

---

**FINANCE COMMITTEE**

**Members:** Victor Cardell (Fiscal Officer, chair); Elizabeth Davis (Assistant Fiscal Officer), Richard Griscom (Executive Secretary), Michael Ochs, Don L. Roberts, Diane Parr Walker (Treasurer).

**Charge:** To prepare the annual budget and monitor the Association's expenditures during the fiscal year (1 July to 30 June). In addition, the Fiscal Officer provides for the annual audit of the Treasurer’s accounts. The audit is conducted by an Audit Committee chaired by the Assistant Fiscal Officer. Other members of the Audit Committee are the President-Elect/Past-President and one MLA member not serving on the Board. The audit takes place at the fall Board meeting.

**Annual report:** At its September 1992 meeting in New York City, the Finance Committee prepared the 1993 convention budget for approval by the Board, performed the annual audit, and discussed the topic of interest earned on endowed award funds. During the annual convention in San Francisco, the Committee endorsed a new MLA dues structure and an increase in honoraria for MLA officers and editors.

At its June 1993 meeting in Buffalo, the Committee drafted an operating budget for the 1993/94 fiscal year and discussed the need for serious planning for the Association's future fiscal health. As a result, a strategic planning session is being organized for the annual meeting in Kansas City. Changes in dues for the Placement Service and in subscription rates for MCB were recommended. The Committee endorsed the inclusion of advertising in the Membership Handbook, a measure that should help to increase income. A new category of special officer, that of Advertising Manager, was approved. Several recommendations regarding investments were accepted and recommended to the Board for approval.

submitted by Victor Cardell
SPECIAL COMMITTEES

ADMINISTRATION COMMITTEE

Members: Charles P. Coldwell (chair); Ann Caldwell (Automation, to September 1993); Joyce M. Clinkscale (Music Library Facilities); Paula D. Matthews (Personnel); William M. McClellan (Statistics, to February 1993); David Lesniaski (Statistics, from April 1993)

Annual Report: The Committee met once during the San Francisco meeting in closed session. The meeting was a forum for subcommittee chairs to report their work and discuss future plans. In addition to discussion budget issues, the Committee decided to work on developing a future annual meeting program, in cooperation with other MLA committees and roundtables. The Committee also developed a proposal that was submitted to the Board regarding the role it could take in working closer with other MLA groups conducting surveys and designing questionnaires.

In February William McClellan resigned from the Statistics Subcommittee and David Lesniaski was appointed chair in his place in April. Ann Caldwell stepped down from the position of chair of the Automation Subcommittee in September.

submitted by Charles Coldwell

Music Library Facilities Subcommittee

Members: Joyce M. Clinkscale, chair; Leslie K. Bennett, Patricia B. M. Brennan, Jeffrey Earnest, Robert O. Johnson.

Charge: To investigate all aspects of space requirements and equipment peculiar to music libraries.

Annual Report: Work continued on establishing the Register of Building and Renovation Projects as an ongoing service. The content of the construction report was finalized, and the form prepared for printing. The Subcommittee also responded to various inquiries from librarians involved in planning facilities.

submitted by Joyce Clinkscale

Personnel Subcommittee

Members: Paula D. Matthews (chair); Timothy J. Cherubini, Charles P. Coldwell, Patricia B. Fiskin (ex officio); Suzanne M. Risley, Carol Tatian, Edith J. Tibbits (to February 1993).

Charge: To set standards for staffing requirements for all types and sizes of music libraries; consider standards for qualifications of paraprofessional and support staff for music libraries; examine the management style of music librarians in different administrative settings; analyze the current state of the music library profession, including the job market, who is entering the profession, and why people leave it.

Annual Report: The Personnel Subcommittee participated in the following activities at MLA in San Francisco: 1. The Committee sponsored and ran an Interviewing Workshop (which will be combined with the Placement Orientation in Kansas City in 1994). 2. The Committee supported the Placement Service in its efforts to publicize and keep vital the Mentoring Program. 3. The Committee worked on a proposal to study the membership of MLA in terms of demographics, salary, gender,
etc. This was presented to the Board, and the President of MLA will appoint a committee to study the feasibility of this survey. 4. The Committee designed and worked on the details of a session dealing with sexual harassment which will be presented in Kansas City in 1994. 5. We began to work on gathering and archiving articles and materials on personnel issues that could be passed on to those members asking for assistance in this area.

We have plans for the Interviewing Workshop, Sexual Harassment Workshop, and the Committee business meeting for the annual meeting at Kansas City. We are also seeking a new member to replace Edith Tibbits who has resigned.

submitted by Paula D. Matthews

Statistics Subcommittee

Members: David Lesniaski, chair (from April 1993), Pauline Bayne, William McCellan, chair (to February 1993), Melva Peterson, Charles Slater, Nyal Williams (to February 1993).

Charge: To prepare a survey instrument to collect comparable statistics of music resources and services in U.S. academic and public libraries; to assist the Personnel Subcommittee in developing a profile of the MLA membership through the design of a survey instrument; and, to assist the Placement Service in determining what data should be collected on the Service's placement activities and develop a profile of the job market in music librarianship.

Annual Report: As part of the annual survey of music resources and services a revised survey instrument was sent to 70 libraries in fall 1992; 44 responses were received. Future plans include sending the results of the survey to participating libraries, identifying which information should be collected annually and which less often, ensuring these statistics can be collected on a regular basis, perhaps through volunteers and advocates at selected institutions, and creating a database, annual report, and an article on trends gathered from this information. Reports were received on the development of music library statistics at the international level through the International Standards Organization and IAML. Disappointment was expressed over NISO's latest working draft on library statistics since it failed to include printed music as one of the formats. Concern was expressed about the need to work more closely with other MLA groups conducting surveys and to encourage MLA surveys to follow national and international standards. Drafts of forms for collecting information about placement statistics were discussed.

submitted by David Lesniaski

BIBLIOGRAPHIC CONTROL COMMITTEE (BBC)

Voting members: Jennifer Bowen, chair; Kevin A. Freeman, (Subcommittee on Subject Access, appointed February 1993); Catherine Gerhart, (Music Cataloging Bulletin editor); Richard H. Hunter (Library of Congress representative); Jerry L. McBride, (Subcommittee on MARC Formats); Philip E. Schuer, (Subcommittee on Descriptive Cataloging); Joach Schuitena, (Subcommittee on Authorities); J. Bradford Young, (Subcommittee on Subject Access, resigned February 1993).

Non-voting members: Ed Glazier (RLG Representative); Jay Weitz (OCLC Representative); Robert Richart (WLN Representative).

Charge: The Bibliographic Control Committee maintains formal channels of communication among music catalogers, between music catalogers and the Library of Congress, and with other groups requiring carefully formulated positions on the bibliographic control of music materials. It thus participates in maintaining and revising national and international codes for both descriptive cataloging and electronic transmission of bibliographic data.

Annual Report: A reduced budget for the Bibliographic Control Committee 1993-1994, totaling $5170, was adopted by the MLA Board, primarily to support work of MLA representatives to ALA. Funding for the Chair of the Subject Access Subcommittee to attend ALA was suspended, and funding for travel and registration for the other Subcommittee chairs was also reduced.

Review of Bibliographic Control Committee structure and procedures by an ad hoc group (Ralph Papakhian; Joan Swanekamp, chair; Ross Wood) continues. BCC members are also participating in this discussion. BCC members also voiced their support for the revision of AACR2, including final revisions to an MLA proposal regarding the use of the term “work” in connection with music uniform titles and proposals regarding illustrations and adding parenthetical qualifications to GMDS for motion pictures and videocassettes. The Subcommittee also monitored the work of the CC/DA Task Forces on Cataloging Interactive Media, Reproductions (Multiple Versions), and Internet Resources. The Subcommittee is completing its work on a rule revision proposal for 25.30D2 concerning key for post-19th Century compositions.

Working with the MARC Formats Subcommittee, the Authorities Subcommittee completed work on a MARBI discussion paper proposing the elimination of Field 240 and placing that information in a 100 field. The paper is on the agenda for the Midwinter MARBI meeting. The Authorities Subcommittee also presented a document containing recommendations for changes in the shared authority file and in authority and bibliographic records to Sarah Thomas at the Library of Congress.

The Subcommittee on MARC Formats also examined linking access points within the MARC record to aid in precise retrieval of music materials, and monitored MARBI actions regarding the inclusion of UPC codes, EAN, and ISMNs within bibliographic records.

The Subcommittee on Subject Access monitored activities of ALA's Subject Access Committee and the LC Music Subject Group, and presented papers on changes to 04x fields, increasing cooperation with the Library of Congress, machine-assisted thesaurus construction, and evaluation of infor- mation retrieval at the San Francisco MLA meeting. New BCC Working Groups have been formed to undertake projects related to Terminology in 20th-Century Music (Michael Colby, chair) and Faceted Access to Music (Amanda Maple, chair). The Subcommittee also recommended the appointment of an MLA Advisory Group on the Music Thesaurus Project.

The Working Group on Sheet Music Cataloging Guidelines continues work to formulate proposed guidelines for the descriptive cataloging of sheet music.

The Working Group on Bibliographic Control of Music Video Material's working draft of its guide to cataloging music videos was accepted by BCC in San Francisco. The Group is compiling further examples for use in the guide, and continues to investigate...
the question of choice of entry for musical performances by soliciting input on this issue from other interested groups.

submitted by Jennifer Bowen

Subcommittee on Descriptive Cataloging

Members: Philip Schreur, chair; Catherine Gerhart, Richard Hunter, Marguerite Iskenderian, Mark Scharff (from April 1993), William Walker.

Charge: To formulate MLA policy on all matters relating to the descriptive cataloging of music materials and specifically for matters concerning the Anglo-American Cataloging Rules, second edition, the International Standard Bibliographic Descriptions and the Library of Congress rule interpretations. The chair also serves as the MLA representative to ALA/RTSD/CCS/Committee on Cataloging: Description and Access (CCDA).

Annual Report: Philip E. Schreur attended CC:DA meetings in January and June as the Music Library Association representative. An MLA rule revision proposal to clean up the use of the term musical work was slightly reworded according to suggestions made by the British Library. The Subcommittee studied the following CC:DA documents: 1) A proposal to add parenthetical qualifiers (captioned) or (signed) to the GMDs "motion picture" and "videorecording" (rejected). A counter proposal was made to include such information in a language note (77B2). 2) A proposal to add Optional Rule 2.53C allowing the mention of any type of ill. the cataloger thought important in the 300B. The Subcommittee monitored the work of the CC:DA Task Forces set up to review the Guidelines on the cataloging of Interactive Media, Productions Cataloging (Multiple Versions), and Internet Resources. The MLA representative initiated an electronic discussion concerning main entry in the cataloging of videorecordings of music materials. CC:DA was unanimous in interpreting the rules to require title main entry but encouraged MLA to look into the matter further. The Subcommittee is completing its work on a rule revision for 25.30D2 concerning key for post 19th-Century compositions.

submitted by Philip E. Schreur

Subcommittee on Authority Records

Members: Joan Schuitema, chair; Linda Barnhart, Jane Nowakowski, Jane Penner, Barbara Strauss, Sue Stancu, Joan Swankamp.

Charge: The Subcommittee on Authority Records is charged with the responsibility for formulating MLA policy on all matters related to authority control of music materials in libraries. Specifically, the subcommittee is responsible for all matters pertaining to the process of using authority data (names, titles, subjects) in online environments, and in general the content and coding of such areas of the machine readable record as may be pertinent to authority control. Any modifications to descriptive, subject or coding conventions needed to support improved authority control are to be identified and referred to the appropriate subcommittee. Further, the subcommittee should address the other matters as are deemed pertinent by the Bibliographic Control Committee. The Chair of the subcommittee is a voting member of the Bibliographic Control Committee and serves as the association's liaison to LITA/ALCTS Authority Control in the Online Environment Interest Group.

Annual Report: During the past year, the Subcommittee on Authority Records focused on two primary projects. The first involved working together with MLA's MARC Formats Subcommittee to repace a MARJBI Discussion Paper proposing the elimination of field 240 in bibliographic records and placing that information in a newly defined subfield "e" of the 1xx field. This would result in the consistent treatment of author/unique title information across formats and would aid in automated authority control processing. The final Discussion Paper is on the agenda for MARJBI meetings during ALA's Midwinter '94 conference.

The second project resulted in the completion of a document entitled "Recommendations from the Music Library Community for Changes in the Shared Authority File and in Authority and Bibliographic Records." This document, based heavily on the "Final Report of the Task Group on Authority Records for Music" and comments received during the San Francisco meeting, was presented to Sarah Thomas at ALA's annual meeting in New Orleans. It will be used during discussions by LC's Cooperative Cataloging Council Task Groups which will continue through the end of the year.

The Chair also represented the Subcommittee's interests and reported on its activities at the midwinter and annual meetings of ALA's LITA/ALCTS Authority Control in the Online Environment Interest Group.

submitted by Joan Schuitema

Subcommittee on MARC Formats

Members: Jerry L. McBride, chair; Jeffrey Earnest, Betsy Gamble, Ed Glazier (ex officio); Karen R. Little, David Thomas, Jay Weitz (ex officio), Stephen Yusko.

Charge: To formulate MLA policy on all matters relating to the representation in machine readable form of bibliographic/authority data for music materials. To bear responsibility for all matters pertaining to MARC Formats for Bibliographic Data, UNIMARC, and in general the machine readable transmission of bibliographic and authority data (but not the eye-readable content of such data), and such other matters as are deemed pertinent by the Bibliographic Control Committee.

Annual Report: The Subcommittee suspended work on a paper concerning the 04X fields as a result of the establishment of the Music Thesaurus project and the Working Group on Faceted Access. Instead efforts were redirected to the section of the paper concerned with linking access points within the MARC record to aid in more precise retrieval of music materials. This paper is still in progress and is being considered for presentation by MARJBI in conjunction with a discussion paper presented by the Intelligence Community.

The most important work of the Subcommittee was the final preparation of the discussion paper drafted by the Subcommittee on Authority Control concerning the replacement of the 240 field by the 100 subfield $t$ string in the Bibliographic Format. This discussion paper would bring the authority and bibliographic formats into conformity and greatly aid many aspects of the treatment of music bibliographic information in online catalogs.

Jerry McBride attended the January and June 1993 meetings of MARJBI as the MLA representative the the USMARC Advisory Group. The inclusion of UPC codes, EAN, and other standard numbers including the ISMN was a major issue for music librarians.

submitted by Jerry L. McBride
Subcommittee on Subject Access

Members: Kevin Freeman, chair (from February, 1993); J. Bradford Young, chair (to February 1993), Richard Burbank (to April 1993), Michael Colby, Harriette Hemmasi, David Lesniakski (from April 1993), Taras Pavlovsky, Laura Snyder (from April 1993), Gail Sonneman (from April 1993), Nancy Zavac (to April 1993), Mark Ziomek.

Charge: Formulate MLA policy on all matters related to access to music materials via subject, including document classification, thesaurus of indexable terms, and capabilities for subject access to machine readable bibliographic records.

Annual Report: Brad Young attended meetings of the MLA Subject Analysis Committee at the 1993 Midwinter meeting in Denver. Topics discussed included reorganization of Library of Congress subject cataloging and classification activities, review of the NISO thesaurus standard, evaluation of the OCLC fiction project, report from the SAC Subcommittee on form data, update on subdivision changes recommended by the Airlie House conference, planning of SAC preconferences. SAC actions at the Annual Meeting in New Orleans included the establishment of a Subcommittee on the Music Thesaurus Project to monitor and advise the work of the MTP, the LC Music Subject Group, and similar projects.

The MLA Subject Access Subcommittee discussed the following papers and topics during the 1993 MLA Annual Meeting:
- Evaluation of Information Retrieval: a Literature Review (Amanda Maple)
- Machine-assisted Thesaurus Construction: an Update (Harriette Hemmasi)
- Improving Access to 20th Century Music (Michael Colby)
- Discussion Paper on Changes to 04x Fields (Kevin Freeman)
- Increasing Cooperation with the Library of Congress (Brad Young)

The Subcommittee recommended to BCC that new Working Groups be formed to carry out projects related to two of these topics: Terminology in 20th Century Music; and Faceted Access to Music; and also recommended the appointment of an MLA Advisory Group on the Music Thesaurus Project. The Subcommittee is currently monitoring and advising the Music Subject Group at the Library of Congress as that group seeks to improve subject access to music materials.

submitted by Jennifer Bowen

Working Group on Sheet Music Cataloging Guidelines

Members: Sarah Shaw, chair; Victor Cardell, Calvin Elliker, Virginia Gifford (requested "observer only" status on 9-1-93); Lois Schultz.

Charge: The working group is charged with evaluating current practices in the cataloging of sheet music and with formulating preliminary recommendations for a set of guidelines for sheet music cataloging. These preliminary recommendations are intended to be used as a starting point in the process of developing more formal standardization of sheet music cataloging and to expedite cooperative projects for cataloging sheet music in the United States.

Annual Report: Goals and objectives. This year's goal is to complete deliberations on descriptive cataloging of sheet music and formulate proposed guidelines for description, using Steven Hensens's "Archives, personal papers, and manuscripts: a cataloging manual" as a prototype.

Accomplishments. Since Jan. 1993, the working group has completed discussion and prepared a statement on the Edition Area (Fields 25x), begun late 1992. This effort was spearheaded by Calvin Elliker. The document covers not only what to include in the Edition Area, but lists several elements which should not be considered edition statements nor statements of musical presentation. Sarah Shaw analyzed six sets of "matched" commercial and "professional" copies/editions of the same musical work, with a focus on what changes constitute a new edition of the work. The Physical Description Area (Field 300) discussion has been led by Lois Schultz, who is in the process of preparing a final draft and list of sheet music glossary terms ("sheet", "page", "leaf", "broadside") related to Field 300. Two options for formulation of paging statements are given, based on AACR2 and DCRB. Areas remaining for upcoming discussion in Year 2 are: imprint (Cardell), series (Schultz) and notes. Documents from Year 1 on Choice of Chief Source and the Title and Statement of Responsibility Area are being edited into Hensens-style guidelines (Shaw).

submitted by Sarah J. Shaw

Working Group on Bibliographic Control of Music Video Material.

Members: Lowell E. Ashley, chair; David L. Brown, Charles R. Croissant, Grace Fitzgerald, David Thomas.

Charge: Prepare draft of a guide to the bibliographic control of music-related video material in which the Working Group would fulfill the following objectives: a. Delineate scope of coverage; i.e., musical performances, instructional videos, "music videos", documentaries, etc. b. Focus on descriptive cataloging including choice of entry, subject analysis, and where appropriate, MARC tagging. c. Relate bibliographic control issues (e.g., subject analysis, access points) to the special interests and needs that arise in the music library setting. d. Identify and review existing standards and guidelines which apply to any aspect of the topic under consideration. e. Provide specific guidance in areas where applicable standards provide only general guidance, where standards are open to conflicting interpretation, or where it is deemed advisable to recommend a collective choice of various available options. Articulate problems or other areas of concern and recommend strategies to address them within cataloging practice or through standards revision. Where appropriate, suggest issues to be referred to other MLA units.

Annual Report: The Working Group's report, a working draft entitled, "A Guide to the Bibliographic Control of Music Video Material," was accepted by the Bibliographic Control Committee at the February 1993 meeting in San Francisco. Recommendations in the report generally met with approval; however, there has been some dissatisfaction expressed within the Working Group and by some MLA members about certain recommendations for choice of entry for musical performances on videocassette. The BCC decided to solicit opinion from the audiovisual cataloging community about the report before deciding how best to proceed with this project. Copies of the report have been submitted to the Cataloging Policy Committee (CAPC) of Online Audiovisual Catalogers, Inc. (OLAC) and to the ALCTS Audiovisual Committee for their comments. The report has also been made available to individuals who request a copy. A reply has been received from CAPC which basically supports the report. The MLA representative to CC:DA, Phil Schreur, was asked to...
request the opinion of CC:DA regarding the current status of options under AACR2r for choice of entry for musical performances on videorecordings, and the CC:DA reply was that they should be entered under title as the rules now stand. The Working Group is continuing to work on the draft guide and is compiling further examples for use in the guide.

submitted by Lowell E. Ashley

LEGISLATION COMMITTEE

Members: Bonna J. Boettcher (chair, March 1993-); Victor Cardell (resigned, 1992); Mary Wallace Davidson; David Farneth; Laura Gayle Green (appointed, March 1993); Stuart Milligan (resigned, October 1993); Carolyn Rabson (resigned, April 1993); Neil Ratliff (resigned, 1992); C. Martin Rosen, Anna Sylvester, Gordon Theil (appointed March 1993).

Charge: The Legislation Committee provides current information to the membership regarding the status of legislation and other legal matters likely to affect music libraries. When appropriate the committee prepares position papers representing the opinion of the membership for government agencies such as the Copyright Office.

Annual Report: As a result of several resignations of long-time committee members, work on the Copyright Handbook slowed drastically. However, with new members in place and Handbook sections reassigned, work once again is progressing. In addition, members of the committee met with Laura Dankner, Education Committee, in San Francisco to discuss a proposed copyright workshop for the 1994 meeting in Kansas City. The Legislation Committee will assist in sponsoring the workshop.

submitted by Bonna J. Boettcher

PRESERVATION COMMITTEE

Members: John Shepard, chair; Ken Calkins, Jim Farrington, Peter A. Munstedt, Brenda Nelson-Strauss, R. Wayne Shoaf, Steven Smolian.

Charge: To coordinate conservation activities within MLA; to keep the membership apprised of ongoing research and developments in preservation; to encourage appropriate ways of handling music materials; and to address specific preservation problems. The Committee considers itself with all forms of materials held in significant quantities by music libraries, including recordings, microforms, and artifacts, as well as paper and binding materials.

Annual Report: The Preservation Committee continued production of its MLA Newsletter column "Lasting Concerns," missing just one issue during the past year. This year's columns included reports on the mass deacidification of a music score collection at Northwestern University and on new electronic mail resources for literature and other information about preservation. In addition to these reports and the usual announcements of upcoming conferences, "Lasting Concerns" included some cautionary editorializing about the role music librarians might play in helping to set national priorities for the preservation of music in recorded form.

The committee met twice during the MLA meeting in San Francisco. During its first meeting, the committee continued its discussions of the proposal by the MARC Formats Subcommittee to use Field 583 as a repository for information about the physical condition of sound recordings. The Preservation Committee recommended implementation of the proposal and returned it to the MARC Formats Subcommittee with the further recommendation that a list of terms (developed by the AAA Committee of ARSC) concerning the status of the sound recording (subfield d) be accepted. The balance of the meeting was devoted to continuing work on the development of a proposal for an MLA-sponsored invitational seminar on setting intellectual priorities for the preservation of music in sound recordings. At the committee's second meeting in San Francisco, visitors asked questions about the committee's work and about practical preservation of music scores and recordings. The members of the Preservation Committee welcomed the visitors to its open meetings and have enjoyed the discussions of practical preservation questions but wish to remind the MLA membership that they need not wait until the annual meeting to ask the committee questions about preservation — they may send them to the Chair of the committee so that they may be answered in the "Lasting Concerns" column for the benefit of all MLA members.

submitted by John Shepard

PROGRAM COMMITTEE

Members: Stephen M. Fry, chair; Beth Christensen, Holly E. Mäckovak, Jean Purnell.

Charge: To prepare the program for the Annual Meeting and conduct all business concerning that program.

Annual Report: Based on evaluations of the 1993 MLA conference in San Francisco, the Committee conducted an extensive survey of the MLA general membership via electronic mail on several aspects of the meeting. The Committee submitted to the MLA Board recommendations for the Kansas City meeting drawn from the responses, which included relaxing the schedule, including lunch periods, and reducing plenary sessions to two. The Committee planned the events for the Kansas City meeting, submitted program drafts and progress reports to the Board, and prepared room, equipment and budget requests for the Convention Managers.

The 1994 program will include a preconference workshop on copyright, a postconference workshop on music oral history, plenary sessions relating to jazz in Kansas City and dance, music and libraries, plus a variety of important topical presentations by MLA committees and roundtables. After-hour events relating to local jazz and barbecue are planned. The meeting will ensure fulfill-
ing professional activities, excitement and fun for all participants.

submitted by Stephen M. Fry

PUBLIC LIBRARIES COMMITTEE

Members: Carolyn Dow, chair; Anita Bealer, Jeanette Casey, Eileen Dolan-Heitlinger, Julia Marshall, Anna Seaburg, Susan R. Waddington.

Charge: To identify the problems and interests of public librarians who work with music materials, and to provide a forum for information exchange and for discussion; to continue to consolidate the interests and activities of public music library matters within the Music Library Association.

Annual Report: The primary focus of this year's activities was a session on music reference techniques at the annual ALA convention in New Orleans in late June. Planning of the session and preparations for the presentations were responsibilities of committee members. The actual presentation of "Taking the Mystery out of Music: Recordings in the Library," was made by Jeanette Casey, Catherine Dixon, and Leslie Andersen; Catherine Dixon helped the committee write her presentation. The program was cosponsored by the MLA Public Libraries Committee, ALA's Public Library Association A/V Committee, and a number of other ALA committees.

Earlier in the year, the San Francisco open sessions of the committee were devoted to the topic "Surviving Difficult Times." Specific areas addressed in the panel discussions included the use of paraprofessional and clerical staff at the reference desk, budget cutting, and alternative funding sources. The second session was an open forum, allowing public librarians to share their concerns.

submitted by Carolyn Dow

PUBLICATIONS COMMITTEE

Members: Pauline S. Bayne, chair; Lenore Coral, John Roberts.

Charge: The Committee nominates to the MLA Board potential recipients of the following MLA awards for publications: the Vincent H. Duckles Award, the Richard S. Hill Award, and the Eva Judd O'Meara Award.

Annual Report: The Committee solicited recommendations for awards from individuals and publishers, reviewed the relevant literature for candidates for the above awards, and made recommendations to the Board. Subsequent approval was given for the following recipients:


submitted by Pauline S. Bayne

REFERENCE AND PUBLIC SERVICE COMMITTEE

Members: Judy Tsou, chair; David Hunter, Mark McKnight, Elisabeth H. Rebman, Leslie Troutman, Philip Vandermeer.

Charge: To study current issues, trends, and developments relating to interactions of music libraries and their clientele within the context of serving the orientation, education, and information needs of library users; to disseminate information on these aspects of librarianship to the membership of MLA; to recommend to the Board appropriate actions or projects which may serve as effective means of accomplishing this charge.

Annual Report: The committee met once during the San Francisco meeting. In addition to the subcommittee chairs' reports (details in the subcommittee reports), we discussed personnel needs and changes for the different subcommittees. There were changes in all but the Bibliographic Standards Subcommittee.

Jerry McBride, the chair of the Subcommittee on the MARC Formats, came to our meeting to discuss the addition of the sharp sign to uniform titles. Leslie Troutman later wrote a report to McBride summarizing the committee's opinion.

submitted by Judy Tsou

Bibliographic Instruction Subcommittee

Members: Leslie Troutman, chair; Timothy Cherubini, Deborah Davis, Suzanne Eggleston, Laura Gayle Green, Judith Marley, Ruthann McTyre, Myron Patterson.

Charge: To collect and facilitate the exchange of information concerning library and bibliographic instruction programs in
the area of music; to develop programs, workshops, and presentations which will increase the awareness of, interest in, and skill at instruction concerning music in libraries and music bibliography; to contact other groups interested in library instruction and orientation and share the music experiences with them, providing a link between the general library program and the more specialized music instruction programs; and, to provide a source to which interested music librarians may apply for more information about existing techniques and programs for assistance and guidance in developing new programs or expanding current ones, and in demonstrating the need and philosophical justifications for such programs in their own library systems.

Annual Report: The Subcommittee sponsored a program during the San Francisco meeting entitled, “Plain and simple: the creation of effective written communication.” Dena Acolatise, formerly of Hewlett-Packard, addressed the membership on the creation of effective printed guides and handouts.

We have been investigating the prospects for collection and dissemination of library instruction documents relating to music. We have been working to establish procedures for both print and electronic storage and distribution. Toward this end, we have contacted ARLIS for their policies and procedures for this matter. This ongoing project will continue to be discussed.

We are also evaluating “Bibliographic Competencies for Music Students at an Undergraduate Level,” compiled by the members of the Bibliographic Instruction Committee, MLA Midwest Chapter [Notes, March, 1984: 529-32] for possible revision.

submitted by Leslie Troutman

Bibliographic Standards for Reference Works Subcommittee

Members: David Hunter, chair; Ann Basart, Harold Diamond, Jane Gottlieb, David Lasocki

Charges: Preparation of guidelines for music reference works.

Annual Report: The Subcommittee submitted a draft of the guidelines to the Board for approval at the Fall 1992 meeting. Following receipt of approval and recommendations for changes, the Subcommittee continued polishing the guidelines at the annual meeting in San Francisco and through the exchange of drafts. A budget request to fund offprints from Notes publication was approved. Publication is expected in 1994.

submitted by David Hunter

Information Sharing Subcommittee

Members: Mark McKnight, chair; Dean Corwin (resigned 3/93), Pamela Bowden Dahlhauser (resigned 7/93), Robert Kosovsky, Geraldine Laudati, Judith MacLeod, Richard McRae, Roger Olson, Karl Van Ausdal, Judy Weidow.

Charges: To develop methods by which information about techniques, methods, developments, etc., in the fields of public and reference services in music can be shared with all interested music librarians and others interested in the field; to investigate any and all methods of information sharing in order to advise the other members of the committee and others in the profession about the most appropriate means of disseminating information to music librarians; to develop a system of current awareness in the public services for music librarians; and to coordinate the public awareness efforts of the other members of the Committee and the various subcommittees.

Annual Report: During the reporting year 1993, the Information Sharing Subcommittee continued to contribute two columns to the MLA Newsletter, “Music-Related Articles from Non-Music Journals,” edited by Geraldine Laudati, and “E-Mail Digest” edited by Mark McKnight. It was decided to expand the “Music-Related Articles” column to run in every issue of the Newsletter rather than in alternating issues as has been done in the past.

The Subcommittee met during the MLA national conference in February. Plans were discussed for submitting a proposal to the MLA Board for the publication of an expanded cumulative volume of the “Music Articles” columns, possibly in more than one format, as part of the MLA Index and Bibliography Series. This proposal was sent to the Series editor, Deborah Campana, in June.

It was decided to present a program at the 1994 MLA conference in Kansas City on music resources available via the Internet. This program is to be co-sponsored by the Online Reference Subcommittee. Leslie Troutman of the University of Illinois-Urbana Champaign agreed to be the guest presenter.

submitted by Mark McKnight

Online Reference Services Subcommittee

Members: Elisabeth H. Rebman, chair; Robert L. Acker, Kim Lloyd, Gail J. Sonne- man, Mimi Tashiro, Michelle Wolff.

Charges: To collect and facilitate the exchange of information concerning online reference services in the music area; to develop programs, workshops, and presentations to enhance knowledge and skills on the part of librarians and library patrons; to contact groups, including vendors, with common interests in online reference services, sharing experiences and advice as a means to link online users and providers.

Annual Report: The Subcommittee sponsored a program at the 1993 annual meeting in San Francisco featuring demonstrations and discussion of two CD-ROM products which center on indexes to sound recordings. MUZE/EBSCO CD-ROM, a library-oriented prototype of an electronic catalog of CDs used in retail stores, was presented by Marc Miller, MUZE Vice President of Operations, with his associates Peter Hirsch and Harris Skibell. Billboard/ Phonolog Music Reference Library on CD-ROM, was demonstrated by Gregory Stouffer, Senior Classical Music Editor at Trade Services Corporation, standing in for the publisher, BPI Publications. Also presented was NoteStation, a computer kiosk used in music stores to electronically distribute sheet music. Jon Monday, President and Chief Operating Officer of MusicWriter, showed how a selection from a large library of licensed music titles can be customized, listened to, and purchased on demand in print or MIDI disk form. Melissa Henderson of Chadwick-Healy gave a product update for Music Index on CD-ROM, demonstrating the improvements suggested by music librarians.

submitted by Elizabeth H. Rebman

Reference Performance Subcommittee

Members: Philip Vandermeer, chair; Sarah Ransom Canino, Kendall Grilly, Eileen Dolan-Heitlinger, Margaret Erikson, Alan A. Green, Ruthann McTyre.

Charges: To investigate all aspects of reference interactions including, but not limited to, the following examples: 1) analyzing behavior and reference interaction, and how it affects the interview process; 2) investigating the ways in which performance theory can inform the reference interaction; 3)
identifying the qualities of a good music reference librarian, investigating the areas of temperament, skills, and training; 4) appraising and evaluating reference performance, investigating various methods and models and applying techniques used in other disciplines (e.g., mass communications, marketing); 5) identifying barriers to good reference performance, and identifying alternatives to help music librarians provide better reference service.

**Annual Report:** In 1992 the MLA Board approved a poll on evaluating reference services and staffing sponsored by the subcommittee and carried out by Alan Green, with the assistance of Sarah Canino. The poll was distributed in October and Green reported the preliminary results at the 1993 San Francisco meeting. He will provide an update of the final results at the meeting in Kansas City, and plans to publish the findings as an article.

The subcommittee also discussed further projects at an open meeting. A second phase of reference evaluation in connection with the recent Ohio-Wisconsin reference study was proposed, but the high cost of the study makes it prohibitive for an MLA project. Ken Crilly suggested that we institute a series of reference "refresher" courses for the MLA membership. Philip Vandermeer proposed this idea to the Education Committee and it was received favorably. The Reference Performance Subcommittee decided to sponsor a session at the Kansas City meeting. Ken Crilly and John Howard will kick off the session with a series on RISM and other sources for identifying manuscripts. A second session covering reference sources in World Music will be deferred until the Atlanta meeting.

submitted by Philip Vandermeer

**RESOURCE SHARING AND COLLECTION DEVELOPMENT COMMITTEE**

**Members:** Elizabeth Davis, chair; William Coscarelli, David Day, John Druesedow, Jr., Brenda Goldman, Amanda Maple, Jean Morrow, Brad Short.

**Charge:** To gather information about resource sharing among music libraries; to study and evaluate different methods of collection assessment and their application to music collections; to disseminate information on resource sharing and collection development to the MLA membership and within wider library circles.

**Annual Report:** The Committee met at the annual meeting in San Francisco in one open session on Friday, February 5, from 12:00 noon - 2:00pm. Jane Gottlieb and Kent Underwood, co-editors of the new edition of the *Basic Music Library* met with the committee to discuss the progress of the work. Afterwards, the Committee discussed its project on Collection Policies.

submitted by Elizabeth Davis

**AMERICAN LIBRARY ASSOCIATION**

**PAULA D. MATTHEWS, Representative**

**Charge:** 1) Represent, protect, and promote the interests of MLA within ALA; 2) convey significant news about the American Library Association to the Music Library Association; 3) recommend to the MLA Board of Directors projects in which the Association might participate.

**Annual Report:** The American Library Association's Midwinter was held in Denver, Colorado, 22-28 January. The Annual Conference was held in New Orleans, LA June 24-July 1. The ALA representative attended both of these meetings, and wrote full reports which were published in MLA Newsletters no. 93(May-June 1993) and no.94(September-October 1993).

submitted by Paula D. Matthews

**MLA CLEARINGHOUSE**

**Purpose:** The MLAC will distribute information related to music librarianship. The principle means of distribution will be in electronic form via the MLA-L filelist stored at Indiana University, Bloomington at the node IUBVM or IUBVM.UCS. INDIANA.EDU. Print distribution (charged at a cost to recover costs of printing and postage) will also be available.

**Scope:** Any information of relevance to music librarianship will be considered for distribution. Such information may include, but is not limited to:

a. reports, studies, bibliographies, analyses, etc. by any MLA committee, subcommittee, roundtable, task force, etc.

b. reports, studies, bibliographies, analyses, etc. of any problems or topics related to music librarianship.

d. Other, as determined by the MLAC.

**Disclaimer:** Unless OTHERWISE stated, NO material distributed by the MLAC is:

a. endorsed by the MLA

b. subject to editorial scrutiny

c. subject to peer review

A disclaimer will be included in each document distributed, except for those which have been previously published, in which case the source of the document will be cited.

**Procedures for submitting documents to MLAC:**

a. Preferred procedure. Send the document in ASCII (DOS, TEXT) format to the MLA coordinator either via BITNET as a file, or as an e-mail message.

b. Secondary procedure. Send the document in ASCII (DOS, TEXT) format to the MLA coordinator on diskette.

c. Tertiary procedure. Send the document in printed form to the MLA coordinator. Such documents will only be available for redistribution in photocopy form, and not via electronic distribution.

**Procedures for retrieving documents:**

a. All electronically stored documents can be retrieved from the MLA-L FILELIST utilizing the regular LISTSERV commands.

b. Printed copies of documents can be obtained at costs covering at least printing and mailing (requests, with checks made out to MLA, should be submitted to the MLA coordinator). These costs will be noted in announcements, and will be based on average printing and postage costs for documents within certain page parameters.

**Listing of documents:**

Documents available via the MLAC will be recorded in the MLA-L FILELIST. This filelist will, of course, be available via regular LISTSERV commands. Versions of the list will also periodically be published in the MLA Newsletter as needed.

The MLAC coordinator is Ralph Papakhian (papakhian@iubvm.uics.indiana.edu), Music Library, Indiana University, Bloomington, IN 47405.
AMERICAN MUSICOLOGICAL SOCIETY, JOINT COMMITTEE ON RISM

Members: For MLA: Lenore Coral, David Hunter (to February 1993), John H. Roberts (chair); for AMS: Bruce A. Brown, Kristine Forney (to February 1993), Lowell E. Lindgren, Thomas J. Mathiesen.

Charges: To collect information about music manuscripts in American libraries and report it to the central RISM office in Frankfurt, Germany; to see that the recording of US holdings of pre-1801 printed materials (RISM Series A/I) is completed in an orderly fashion; and to begin a systematic inventory of early opera and oratorio libretti in the US.

Annual Report: In recent years the US RISM effort has been carried on through two project centers, one for manuscripts at Harvard University and another for libretti at the University of Virginia. Now, with the completion of cataloging of the Schatz libretto collection at the Library of Congress, the Virginia office has been closed, and RISM operations have been consolidated at Harvard under the new name: RISM-US Editorial and Information Center. For the next several years the Center will be largely occupied with finishing the Series A/I manuscript project, for which it continues to receive funding from the National Endowment for the Humanities. In the near future it is expected that RISM-US music manuscript records will be loaded into Harvard's online catalog HOLLIS and thus become accessible through the Internet. Cataloging for the Schatz Collection is currently available in RLIN and will soon be published by the Library of Congress as part of its music catalog on CD-ROM.

submitted by John H. Roberts

MLA ARCHIVES, JOINT COMMITTEE WITH THE UNIVERSITY OF MARYLAND

Members: Bonlyn Hall (Chair); Dena Epstein; Michael Ochs (ex officio); Jane Edmister Penner. Representatives of the University of Maryland: H. Joanne Harter, Director of Libraries; Danuta Nitecki, Associate Director of Library, Public Services; Neil Ratliff, Head, Music Library; Bruce D. Wilson, Curator, Special Collections in Music.

Charges: To serve in an advisory capacity to the Music Library Association Archives (established in the Special Collections in Music, Music Library, University of Maryland) in the development of policies for personal and fugitive papers, and institutional cooperation; to encourage bibliographical and historical projects; and to assist the Curator as necessary.

Annual Report: The committee met Nov. 16, 1992 at College Park; Feb. 4, 1993 at San Francisco; and Apr. 26, 1993, at College Park. During this year, official transfer of ownership of some 80 cubic ft. of early MLA records from the Library of Congress to the University of Maryland was completed. As a result, Library of Congress representation in this committee's membership is no longer necessary. Between April 1992 and April 1993 there were 23 transfers of records to the MLA Archives, including committee files, conference records, Don Roberts' presidential papers, Southern California Chapter records, and professional papers from Dena Epstein and Kurtz Myers. Dena Epstein has completed a series of oral history interviews with William Lichtenwanger for the Archives. A schedule and mechanism for reminding outgoing officers, committee chairs, chapter chairs, and editors of the need to forward records to the Archives has been set up.

The committee is preparing a policy statement on archiving association records in the electronic environment. A draft policy was circulated to Ralph Papakhian, Richard Griscom, and Don Roberts for comments, and will be revised and submitted to the board in the next year.

The Oral History Subcommittee was formed this year, with Marjorie Hassen as chair. The Subcommittee's report is attached.

submitted by Bonlyn Hall

TASK FORCE ON MUSIC PUBLISHERS' ARCHIVES


Charges: To examine the problem of historical records of the American music publishing industry and to devise a strategy of preservation and access for the benefit of publishers, historians, and librarians. To locate music publishing archives in institutional, corporate, and private hands. To prepare guidelines on the management of archives. To promote understanding with publishers on the historical importance of their archives. To investigate oral history. To act as liaison with the appropriate officers and committees of MLA and MPA.

Annual Report: Work continues in two principal areas: 1) Oral history: Members have received expert advice from oral historians Martha Ross and Vivian Perlis and several more interviews with distinguished publishers were conducted during the year. All the elements are now in place to launch a full-scale project, save one: adequate funding. 2) Archival guidelines: The full task force met for two days this August at the Eastman School with guest facilitator Helen Samuels to finalize guidelines that can be used by publishers to manage and preserve their archival records. As soon as this document is fully edited (this fall), the next step will be a field test with selected companies.

submitted by Kent Underwood

ORAL HISTORY SUBCOMMITTEE REPORT

MARJORIE HASSEN, Coordinator

Charges: To develop a plan for documenting MLA's history through oral history interviews.

Annual Report: Developed a proposal for an Interviewing Skills workshop, to be held following the MLA annual meeting on 6 March 1994.

submitted by Marjorie Hassen

MLA/NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC TASK FORCE ON THE FUTURE OF MUSIC LIBRARIES

Members: For MLA: Dan O. Clark, David Fenske, Jane Gottlieb. For NASM: Sterling Cossaboom, Sam Hope, Barbara Lister-Sink, Rollin Potter.

Charges: To study conditions, issues, and forces shaping the future of music
libraries, with special emphasis on a) the evolution of information technologies and b) the provision of services to the artistic and academic objectives of music programs in higher education; to conduct the study with a focus on analysis and recommendations rather than on accreditation; to focus on the future rather than the present; to communicate findings and recommendations through reports and other means to MLA, NASM, and their respective memberships; to present findings and recommendations in a manner that encourages thought and development about music library issues in a broad range of institutions with a broad range of objectives for music education.

**Annual Report:** The task force had its first meeting in Reston, Virginia, June 20-21, 1992. The goal of this first meeting was primarily to present and explore the issues outlined in the charge of the task force. In preparation for the meeting the NASM office prepared and distributed a notebook of readings on future issues to all members of the group. The informative and collegial discussion focused on the following areas: views of the future of music libraries, specifically in the area of technology; administration and interaction with music faculty members; standards for education of music librarians; facilities; preservation; and, the state of area education in the coming century. The NASM office will prepare a short document highlighting some of the issues discussed for distribution to members of both organizations. The task force will meet again in June of 1993, and will ultimately produce a joint position paper with recommendations for planning for the future of music libraries.

submitted by Jane Gottlieb

---

**US RILM OFFICE GOVERNING BOARD**

**Members:** Deane Root (AMS), Jan Herfinger for Stephen Kelly (CMS), Timothy Hilmer for Thomas Smith (Hymn Society), Malena Kuss (IAML-US), Susan Sommer (MLA), Tim Cherubini for John Druesedow (Sonneck Society). Lenore Coral, director of the RILM-US office at Cornell. The representative from the Society for Ethnomusicology did not attend although we tried to recruit Bruno Nettl at the last minute. Malena Kuss offered to relay any significant information to them.

---

**Charge:** Funding overseer for office of RILM-US at Cornell University.

**Annual Report:** The committee heard a report from Lenore Coral which was basically very good news. The RILM-US office is hosted by Cornell University and supplemented by contributions from the 7 scholarly societies listed above. Lenore Coral, who contributes her services, with a part-time paid assistant and about 40 volunteer workers across the USA assembles bibliographic data and abstracts for musicological publications in the United States to forward to the international office of RILM in New York.

After many years of scrambling to catch up (the office has only been in existence for a few years), the work has finally reached a plateau where it is possible to maintain a steady flow of work in a timely manner. Presently the office is working on publications from the year 1991. This is right on schedule for the projected appearance of the international accumulation of abstracts. Coral will prepare an annual report and a budget for the coming year near the beginning of 1993.

A few problems remain. For example, it would be desirable to institutionalize the reporting of abstracts of dissertations in conjunction with their acceptance at individual universities. Abstracts of articles in theory journals are also difficult to assign because of the specialized nature of the subject. Sommer will invite the Society for Music Theory to send a representative to the next meeting of the Joint Committee which will be held the fall of 1993 when SMT meets with AMS in Montreal.

submitted by Susan T. Sommer

---

**NATIONAL INFORMATION STANDARDS ORGANIZATION (NISO)**

**LENORE CORAL,** Representative
**GERALDINE OSTROVE,** Alternative Representative

**Charge:** To represent MLA's interests in NISO

**Annual Report:** This year there were two matters of particular concern to MLA:

1.) Ongoing work on the implementation of the newly approved International Standard Music Number (ISMN) for which I served as Project Editor.

2.) Continuing efforts to get the category printed music added to the revised NISO standard z39.7—Library Statistics.

submitted by Lenore Coral

---

**MLA, MAJOR ORCHESTRA LIBRARIANS' ASSOCIATION (MOLA), MUSIC PUBLISHERS ASSOCIATION (MPA) JOINT COMMITTEE**

**Members:** For MLA: Francis Barulich, Harold Diamond, Michael Ochs, Susan Sommer, Kent Underwood. For MOLA: Robert Sutherland, Larry Tarlow. For MPA: Sylvia Goldstein, Brian Hill, Bernard Kalman, Stuart Pope, Charles Slater.

**Charge:** To offer an opportunity for representatives of MLA, MOLA, and MPA to discuss matters of mutual concern.

**Annual Report:** Efforts continued this year to develop a way to preserve publishers' archives. Kent Underwood is in charge of this project and is exploring costs and methods of transferring archival documents from publishers to libraries. This is especially important when a publisher goes out of business or reduces inventory.

The oral history project continues to move forward with the MPA appealing to music publishers for help in funding. The question of MOLA archives was discussed and the relationship of those archives with music libraries.

A "style manual" for standard notation has been published, primarily aimed at engravers of music, and is used as a basis for judging entries for the Paul Revere Award. Copyright issues were also discussed.

Submitted by Harold Diamond

---

**CHAPTEARS**

**CHESAPEAKE**

**Officers:** (to fall 1994) Chair: Steve Yusko (Library of Congress); Vice-Chair/Chair Elect: Eric Stoltzfus (St. John's College); Past Chair: Rosemary Green Heath
MLA 1993 Annual Reports

(Shenandoah University); Secretary/Treasurer: Jane Penner (University of Virginia)

Newsletter: (Semiannual) Editor: Dan Clark (James Madison University)

Committees: Program: Eric Stoltzfus (St. John's College), chair; Composers Project: Bonnie Hedges (Historical Society of Washington DC) and Bonyn Hall (University of Richmond), co-chairs; Nominating: Rosemary Green Heath (Shenandoah University), chair


Publications: Chesapeake Composers: A Guide to Library Resources (in progress); Membership Directory (annual); Chapter Handbook

Dues: $6.00
Membership: 56

GREATER NEW YORK

Officers: (to spring 1995) Chair: Tom Moore (Princeton University); Vice-Chair: Taras Pavlovsky (Juilliard School); Past Chair: Deborah Davis (Mannes College of Music); Secretary/Treasurer: Jane Nowakowski (Westminster Choir College)

Newsletter: 3 issues per year. Editor: Kristen Sluman (New York Public Library for the Performing Arts)

Meetings: November 24, 1992, Westminster Choir College;
March 10, 1993, New York University;
June 8, 1993, Sarah Lawrence College

Dues: $10
Membership: 50

MIDWEST

Officers: (to 1995) Leslie Troutman (University of Illinois), Chair; Past-Chair: Allie Wise Goudy (Western Illinois University); Secretary Treasurer: Linda Hartig (University of Wisconsin – Milwaukee)

Newsletter: Midwest Notebook; Editor: Richard E. Jones (University of Notre Dame)

Committees: By-laws: Allie Wise Goudy (Western Illinois University), Chair; Membership: Linda Hartig (University of Wisconsin – Milwaukee), Chair; Publications Committee: Stephen Wright (Northern Illinois University), Chair; Cataloging Committee: Mary Huisman (University of Wisconsin – Whitewater), Chair; Preservation Committee: Therese Zoski (Southern Illinois University – Edwardsville), Chair; Public Services Committee: Lew Bowling (University of Kentucky), Chair


Dues: $5.00
Membership: 130

MOUNTAIN-PLAINS

Officers: (to spring 1994) Chair: Shelley McGhee (Arizona State University); Vice Chair/Chair elect: Susan Hitchens (University of Kansas); Past Chair: Carol Neighbor (Wichita Public Library); Secretary/Treasurer: Annette Voht (Arizona State University); Member-at-large: Shelly Wolff (Wichita State University)

Newsletter: Conventional Title (2 issues per year); Editors: Janet Bischoff Bradford (Brigham Young University) and Irene Halliday (Brigham Young University)

Committees: Program (Las Cruces, 1994); Suzanne Moulton-Gerrit (University of Denver), chair; Renee McBride (University of Oklahoma) & Robert Follet (University of Arizona)

Projects: A Directory of special collections in Mt. Plains libraries (Rick AmRhein (University of Nevada/Las Vegas) and Robert Follet (University of Arizona)

Meetings: May 21-22, 1993, University of Calgary, Calgary Alberta; May 20-21,1994, New Mexico State University, Las Cruces, NM

Dues: $5.00
Membership: 40

NEW ENGLAND

Officers: Chair (to spring 1994): Ann Caldwell (Brown University); Vice-Chair/Chair: Carolyn Johnson (Connecticut College); Past-Chair: Suzanne Risley (Trinity College, Treasurer: Candice Feldt (Tufts University); Member-at-large: Joy Pile (Middlebury College)

Newsletter: NEMLA Newsletter. 4 issues per year; Editor: Michelle Koth (Yale University)

Committees: Program: Ann Caldwell (Brown University), 1992-93 chair; Carolyn Johnson (Connecticut College) 1993-94 chair; Membership: Millard Irion (Harvard University) chair; Publications: Richard Slapys (University of Lowell)/James Farrington (Wesleyan University), co-chairs.

Meetings: May 8, 1993: Connecticut College; October 22, 1993, University of Massachusetts Lowell.


Dues: $6.00; students & retired, $4.00; institutions, ($8.00)
Membership: 111

NEW YORK/ONTARIO

Officers: Chair (to fall 1994): Paul Mercer (New York State Library) Vice Chair/Chair Elect: Sarah Dorsey (SUNY College at Fredonia) Secretary/ Treasurer: Ann Churukian (Vassar College)

Past Chair: Suzanne Meyers Saw (University of Toronto)

Newsletter: Editor: Linda Blair (Eastman School of Music)

Meetings: October 2, 1993, New York State Library; 1994 meeting location tentatively set for SUNY College at Fredonia.

Dues: $15; students, $5
Membership: 45

NORTHERN CALIFORNIA

Officers: Chair: Patricia Elliott (Center for Beethoven Studies, San Jose State University); Vice-Chair/Chair-Elect: Judy Tsou (University of California, Berkeley); Past Chair: Martha Weil (Humboldt State University); Secretary/ Treasurer: Mike Irvine (College of Marin)

Newsletter: MLA/NCC Newsletter,
MLA 1993 Annual Reports


Meetings:
- April 3-24: Humboldt State University (November 12-13: Center for Beethoven Studies, San Jose State University)
- Projects: Local arrangements committee for the national MLA Annual Meeting, February 1993, San Francisco; Judy Tsou (University of California, Berkeley), Chair
- Dues: $10.00; students and retired members, $5.00
- Membership: 81

PACIFIC NORTHWEST

Officers: Chair (to spring 1994): Cynthia S. Richardson (King County Library System); Vice Chair/Chair-Elect: Anna Seaberg (King County Library System); Secretary/Treasurer: Christine Grandy (University of Oregon)

Newsletter: (annual [fall]); Editor: Robert W. Richart (WLN)

Meetings: April 16-17, 1993: Western Washington University; May 6-7, 1994: University of Oregon

Projects: Updating Directory of Music Resources; Planning for 1996 national MLA Annual Meeting in Seattle

Publications: Directory of Music Resources in the Pacific Northwest. 1985
- Dues: $4.00
- Membership: 41

PROFESSIONAL ASSOCIATIONS

Officers: Chair (to Fall 1995): Carl J. Rahkonen (Indiana University of Pennsylvania); Vice-chair/chair-elect: John Z. Fleming (Edinboro University of Pennsylvania); Part chair: Kenton Meyer (Curtis Institute of Music); Secretary-Treasurer: J. Bradford Young (University of Pennsylvania)

Newsletter: Notations. Editor: Kirby Dilworth ( Carnegie Library of Pittsburgh)

Committees: Archives: Paul Emmons (West Chester University), chair; Bibliographic Instruction: Elizabeth Walker (Curtis Institute of Music), chair; Cataloging: J. Bradford Young (University of Pennsylvania), chair; Membership: Martha Minor, chair; Publications: Kirby Dilworth (Carnegie Library of Pittsburgh), chair

Projects: Clearinghouse for bibliographic instruction programs


Meetings:
- October 8, 1993, Messiah College, Grantham, PA
- October 1994 Joint meeting with Chesapeake Chapter
- Dues: $10.00, students $5.00
- Members: 40

SOUTHEAST

Chair: (to fall 1995) Robert Curtis, Tulane University; Secretary/Treasurer: Leslie Kamms, N.C. School of the Arts (to fall 1995); Members-at-Large: Pauline Bayne, University of Tennessee-Knoxville (to fall 1994); Dennis S. Wujcik, Memphis Shelby County Public Library (to fall 1995)

Newsletter: Brief Notes. Issued 3 times/year (Aug/Sept, January, May); Co-editors: Anne Viles, Memphis State University and William F. Coscarelli, University of Georgia

Committees: 1993 Program: Pauline Bayne, University of Tennessee-Knoxville, chair; 1993 Local Arrangements: Cheryl Taranto and Judy Marley

Meetings: October 21-23, 1993; University of Alabama; October 1994: Atlanta Holiday Inn Crown Plaza

Projects: Host for 1995 National MLA meeting, Atlanta, Holiday Inn Crown Plaza; New edition of the Directory of Music Collections in the Southeast

- Dues: $5.00 personal/institutional, $2.00 student
- Membership: 80 paid members as of October 1993. 120 members/institutions in active database.

TEXAS

Officers: Chair (to fall 1994): William Walker (Southern Methodist University); Vice Chair/Chair Elect: vacant; Past-Chair: Donna Mendro (Dallas Public Library); Secretary-Treasurer (To Fall 1994): Judy Weidow (University of Texas at Austin)

Newsletter: Texas Chapter Quarter Notes. 4 issues per year; Editor, Raymond Villarel (San Antonio Public Library)

Meetings: October 7-8, 1993: Baylor University

Projects: History of the Texas Chapter; Preparation for 20th Anniversary Meeting in 1994

- Dues: $3.00
- Membership: 23

SOUTHERN CALIFORNIA

Officers: (to July 1994) Chair, Joseph Fuchs (Glendale Public Library); Vice-Chair/Chair Elect, Leslie Andersen (Los Angeles County Public Library); Past-Chair, Kathy Glennan, University of Southern California; Secretary/Treasurer, Gloria Rogers, (San Diego State University), Members-at-Large, Louise Spear, (UCLA Ethnomusiciology Archive), Blair Whittington, (Brand Library)

Newsletter: MLA/SCC Newsletter, (quarterly); Editor 1992/93, Lorelei Tanji (UC, Irvine); Editor 1993/94, Darwin Scott (UCLA)

Committees: Membership: Leslie Andersen, 1992-93 chair; Blair Whittington, 1993-94 chair; Publications, Martin Silver (UC Santa Barbara), 1992-93 chair; Louise Spear, 1993-94 chair; Program: Linda Bamhart (UC San Diego), fall 1992 program chair; Louise Spear, spring 1993 program chair; Ad-Hoc By-Laws Revision, Danette Adamson (Cal Poly, Pomona), chair


Projects: revision of Chapter By-Laws; revision of Chapter brochure; invitation to host 1999 MLA annual conference; award of grant from MLA for fall 1992 program

- Dues: $10.00, institutions: $8.00, students, free
- Membership: 64

M.L.A. Newsletter • 1993 Annual Reports Supplement
NANCY NUZZO, SUNY at Buffalo, Recording Secretary

MLA's Board met three times in 1993: 2-7 February in San Francisco, 4-5 June in Buffalo, and 1-3 October in Portland, Maine.

The President's gavel passed from Don L. Roberts to Michael Ochs in February. Board members completing terms of office in February were James Cassaro, Jane Gottlieb, and Sherry Vellucci, Members-at-Large. They were succeeded by Elizabeth Davis, David Hunter, and Paula Matthews. In October, Richard Griscom and Diane Parr Walker were reappointed to their respective positions as Executive Secretary and Treasurer. A search committee was formed to replace Walker, whose fourth and final term as Treasurer expires in October 1994.

One Special Officer was appointed in 1993: Joseph Fuchs was appointed Assistant Convention Manager on the expiration of Christine Hoffman's term in February. In June, the Board gave Special Officer status to the expanded position of Advertising Manager, presently filled by Susan Dearborn. A search committee was formed to find a successor to Placement Officer Pat Fisk, who intends to retire in June 1994.

MLA finished fiscal year 1992/93 with an operating budget deficit of $19,871.22. Overall operating income reached $284,748.16 or 87% of the budgeted amount. Overall operating expenditures reached $304,619.38, or 86% of the budgeted amount. Supplemental and endowment income (contributions, royalties, interest) was $18,573.33, including $12,430.11 in contributions to the Duckles Fund and $685 to the Gerboth Fund. The deficit, which was $7,286.78 smaller than expected, was covered by funds in the Operating Budget Reserve. This Reserve was built up during years when the operating budget ended the year with a surplus. At the end of fiscal year 1992/93, the balance in the Reserve was $44,483.08.

In February, the Board voted to raise dues and Notes subscription rates, and in June, during the budgeting process for fiscal year 1993/94, discovered that the increase in dues income was not nearly enough to keep up with MLA's expanded program offerings. Therefore the Board looked for other sources of revenue, raised subscription rates for the Placement Service and the Music Cataloging Bulletin, and the price for single issues of Notes, and appointed a committee to study the pricing formula for the monographic series. The Board conducted a preliminary discussion of the Association's goals—fiscal, long-term, short-term—in Portland, and set aside several hours of the forthcoming Kansas City meeting to continue the discussion.

On the advice of the Investments Subcommittee, the Board established a separate awards fund, the interest from which will fully fund MLA's awards; reduced the number of contacts required before taking action on investments in certain situations; and authorized the Vice-President/Past President or President to sign MLA accounts.

In 1993 the IRS granted group tax exemption for all twelve MLA chapters.

Housekeeping and communication matters addressed by the Board in 1993 included changing the reporting of publications statistics and inventory reports from a calendar year to a fiscal year basis; formalizing procedures that will help the Board keep track of policy decisions that it makes; and keeping track of committee charges and the status of various appointed positions and groups. The MLA Handbook was revised.

April membership figures showed that the total number of members and subscribers was down twelve from April 1992. Individual membership was higher in 1993 by twenty-nine; subscribers were down forty-one and most of these were institutions. A campaign to attract Corporate Members (a new category of membership approved by referendum in late 1992) was kicked off in June, and by November three Corporate Members were on board. MLA-L had 784 subscribers by early October. The Board approved the signing of a new contract with Academic Services, MLA's subscription agency and business office, in force through 30 June 1996.

A revised and expanded membership directory was published in the spring with the title Music Library Association Membership Handbook. The Board approved new publications for the Index and Bibliography Series and the Technical Reports series.

The Board advised the Education and Program committees on topics for forthcoming conferences, looked closely at the schedule for the Kansas City meeting, and passed the 1994 conference budget. The proliferation of Roundtables and the increasingly crowded conference schedule prompted the Board to appoint a committee to examine the issues surrounding Roundtables.

Grants were awarded to the Midwest, Pacific Northwest, and New England chapters in support of projects. The Board accepted invitations to hold the 1997 conference in New Orleans, the 1998 conference in Boston, and the 1999 conference in the Greater Los Angeles area, contingent on MLA's ability to conclude satisfactory hotel arrangements. The conjunction of the ARLIS and MLA conferences in San Francisco in February made it possible for the boards of the two associations to meet and compare organizational strategies.