NEWSLETTER
The Midwest Chapter of the Music Library Association
January 1992

FROM THE CHAPTER CHAIR

For those of you who were unable to attend the Chapter meeting in Kansas City, you missed a great one! Kudos go to the local arrangements crew (Peter Hundstedt, Anna Sylvester, Chuck Haddix, and their assistants, Debbie Keeton and Christina McElroy) for making it so. The local arrangements committee was also instrumental in helping develop the program for the meeting National MLA Annual Meeting in Kansas City in 1994!

You will notice in this Newsletter the inclusion of some papers from the Chapter meeting. There were some requests for copies of papers following the 1990 meeting in Milwaukee, so this is the Chapter’s effort to respond to that request. We also hope that those who were unable to attend the Chapter meeting will find the papers interesting. Let us know what you think!

Rick Jones, our able newsletter editor, describes elsewhere in this publication our search for a title for the Chapter newsletter. There were, apparently, rumblings at the grant for the Mountain Plains title can be reached at 933 Buckingham of over 3,000 films of jazz performances, accumulated by its former owner, John Baker, the collection includes films, soundies, and other forms of film from the early years of this century through the 1950s. Prof. Leisenring described the nature of the successful joint-effort by the City of Kansas City and the University of Missouri-Kansas City to acquire, preserve, catalog, and duplicate the treasures of the collection. He followed this with a presentation of excerpts from films in the collection, including films featuring Eubie Blake, Fats Waller, Count Basie, Duke Ellington, and many others. At the reception that followed the presentation, the famous jazz violinist Claude "Fiddler" Williams performed. Early on Friday morning, the ILLINET On-Line Users Group and the NOTIS Music User Group met to discuss common problems and solutions. After a welcoming address by Helen Spalding, Associate Director of Libraries at UMKC, Session II, "Music in Kansas City," was presented by Prof. Marian Peterson (Conservatory of Music, UMKC). In interlocking presenta-

SUE ELLEN STANCU ELECTED CHAPTER SECRETARY-TREASURER

During the Chapter Business Meeting, Linda Fidler, Chair, announced that Sue Ellen Stancu had been elected Chapter Secretary-Treasurer. “It was a close vote between the two candidates, Kathleen Abramson (Wright State University) and Sue Stancu,” Fidler announced.

For Ellen Stancu holds the B.Mus and M.L.S. degrees and, since 1979, has been the Sound Recordings Cataloger at the Indiana University Music Library. In addition to her membership in MLA and the Midwest Chapter, Sue Ellen is a member of the Music OCLC Users Group (MOUG), the Association of Recorded Sound Collections (ARSC), and Beta Phi Mu. She served MOUG as Secretary and Newsletter Editor from 1981 to 1986 and was Chair of the Midwest Chapter Nominating Committee in 1983. During 1987-88, she was a member of the MLA Working Group on the MARC 028 field. During much of that same time (1987-91), she was Project Manager for three U.S. Department of Education Title II-C grant projects for cataloging. At present, she is also a contributor to the NACO-Music Project (since 1987) and a member of the BBC Subcommittee on Authorities (since 1991).

A motion about membership, dues status, etc., Sue Ellen can be reached at 933 Buckingham Drive, Bloomington, Indiana 47401 (email: STANCU@IUBACS.BITNET). Congratulations, Sue Ellen!

CONTENTS
FROM THE CHAPTER CHAIR . . . . . 1
STANCU ELECTED SEC./TREAS. . . . . 1
WE WENT TO KANSAS CITY . . . . . 1
SUMMARY: BUSINESS MEETING . . . 2
FINANCIAL REPORT . . . . . 2
COMMITTEE REPORTS . . . . . 3
CHAPTER DUES . . . . . . . . . . 3
PRESERVATION PLANNING & DECISION MAKING / J. Geil . . . . . . . 4
THROW YOUR COLLECTION A LIFE LINE: TRAIN YOUR CREW / S. Eggleston . . . . . . . 8
SAMPLE DATEHEADS FOR NEWSLETTER . . . . . 11
NEWSLETTER TITLE QUESTIONNAIRE . . . . . 11

ME WEI'S TO KANSAS CITY!

The 1991 Annual Meeting of the Midwest Chapter of the Music Library Association in Kansas City, 24-26 October 1991, was sponsored by the University of Missouri at Kansas City. The hosts, Anna Sylvester and Peter Munstedt, working with the chair of the Program Committee, Allie Wise Goudy, put together a program that featured a marvelous mixture of music and literature.

Thursday afternoon was devoted to working sessions for most of the Chapter’s standing and special committees. The Cataloging Committee, the Membership Committee, the Preservation Committee, the Public Services Committee, and the Publications Committee held meetings to discuss current projects and plans (see Committee Reports, p. 3-10).

Session I, on Thursday night, was entitled “Highlights from the Kansas City Jazz Film Collection.” Prof. John Leisenring (Conservatory of Music, UMKC) described the John Baker Film Collection. An assembly of over 3,000 films of jazz performances, accumulated by its former owner, John Baker, the collection includes films, soundies, and other forms of film from the early years of this century through the 1950s. Prof. Leisenring described the nature of the successful joint-effort by the City of Kansas City and the University of Missouri-Kansas City to acquire, preserve, catalog, and duplicate the treasures of the collection. He followed this with a presentation of excerpts from films in the collection, including films featuring Eubie Blake, Fats Waller, Count Basie, Duke Ellington, and many others. At the reception that followed the presentation, the famous jazz violinist Claude "Fiddler" Williams performed. Early on Friday morning, the ILLINET On-Line Users Group and the NOTIS Music User Group met to discuss common problems and solutions. After a welcoming address by Helen Spalding, Associate Director of Libraries at UMKC, Session II, “Music in Kansas City” was presented by Prof. Marian Peterson (Conservatory of Music, UMKC). In interlocking presenta-

ALLIE WISE GOUDY

SUMMARY OF THE MINUTES OF THE MIDWEST CHAPTER MEETING

NOTE: The full minutes will be printed in the Sept. issue--ED.

The meeting was called to order by Linda Fidler, Chair, at 12:45 P.M. The minutes of the previous Business Meeting (27 Oct. 1990) were approved as printed and distributed. The financial report, dated 23 October 1991, will be published in the Spring 1992 issue of the Newsletter.

Treasurer's Report [see full report elsewhere in this issue--ED.]: The financial report, dated 23 October 1991, was accepted as distributed at the meeting. To summarize the chapter's fiscal situation, the following totals were offered: assets reported in spring 1991--$1,810.47; assets on 23 Oct. 1991--$1,709.07. There was further discussion of the lack of timely payment of dues. The Executive Committee has decided that persons with unpaid dues will be reminded in the next issue of the Newsletter and dropped from the membership if dues are not paid by March 1992. [NOTE: See "Chapter Dues," p. 3--ED.]

Announcements: (1) Don Roberts, MLA President, reported on several national considerations: (1) the Board has adopted a new method of voting for national officers in order to encourage voting; (2) the MLA budget ended 1991 with a modest surplus; (3) MLA-L now has more than 425 subscribers; (4) the national Directory has been improved by the addition of a list of personal subscribers arranged by state; (5) although discussion has occurred about a new business office, no decisions have been made; (6) new development projects have focused on the short-term goals of acquiring an additional $6,000 for the Geribow fund and establishing a Buckles Award fund by the 1992 San Francisco Annual Meeting; and (7) there are open MLA officer positions--MLA Newsletter editor, NOTES editor, and Executive Secretary.

Chair-Elect Allie Wise Goudy expressed the appreciation of the Committee to the Local Arrangements Committee and announced that Linda Fidler will be the Program Chair for the 1992 meeting in St. Louis.

(2) Nathan Eakin (Washington University) called attention to the announcement of a music cataloging position at his institution.

(3) Newsletter editor Richard Jones reminded the membership about the increase of issues from two to three and for comments about the new format. He mentioned that the Executive Committee will formally name the Newsletter with the May issue and asked for suggestions. [NOTE: See Newsletter to Get New Name, p. 4--ED.]. He reminded people that the January issue will be the last issue to be received unless dues are paid.

Committee Reports: The committee reports will be printed in the Newsletter.
COMMITTEE REPORTS

Cataloging Committee

Thirteen people attended the Cataloging Committee meeting on Thursday, 24 October, at Kansas City. It was announced that, subject to the approval of the Chair, Mary Huisman will become co-chair with continuing co-chair Lynn Gullickson. A report from the Chapter of ACRL Committee on Rerrals was read to the Cataloging Committee by Lynn Gullickson.

The Committee is considering the possibility of producing an up-to-date version of the Directory of Automation Projects in the MLA-Midwest Chapter since the information in the current edition of the Directory is two years old. Suggestions and comments from the general Chapter membership would be appreciated. The Committee would be especially interested in the Directory being used, (2) which specific features are most helpful, and (3) what additional types of information (e.g., OPAC availability on INTERNET, etc.) would be useful.

A short discussion on new technology centered on PRISM implementation. Some concerns expressed included the loss of the concept of a screen in a record and the inclusion of several inefficient editing procedures in the new systems. Further concerns should be expressed at the NOUG Annual Meeting in February.

The Committee considered two ideas for future Chapter meeting programs: a session on authority control will be suggested for 1992, and a joint meeting with the Public Services Committee on split positions (i.e., technical services and public services, as well as music and other areas) will be proposed for 1993. A joint Report of the Working Group on Types of Compositions: a Manual for Use with AACR2, Chapter 25" was circulated by Lynn Gullickson. This report will probably be published as an MLA Technical Report. The project was suggested originally by the Midwest MLA Cataloging Committee.

Submitted by Mary Huisman (University of Wisconsin-Milwaukee), co-chair

Membership Committee

The Committee of the committee remain similar to those reported last year: (1) membership dues, and (2) recruitment of new members. (NOTE: The first of these concerns is discussed in the Annual Minutes—ED.) No solutions to the first problem, other than more frequent "reminders" via the Newsletter, were discussed. Ideas for creating special categories such as retired or long-term members were entertained. The Membership Roster Project—transferring Chapter membership records from a paper card system to a Word Perfect database—is continuing. The data entry has been slow; conse-

sequently, the planned dues reminder postcard mailings were not performed. The committee remains hopeful, nevertheless, that the conversion efforts will be worth the efforts (and the wait). While membership histories are not currently available, member addresses are—with the result that mailing labels for the spring and fall 1991 Newsletters were generated using the electronic roster.

With regard to recruitment, the focus for 1992 will be on outreach. The proposed projects are to have "let 'em know we exist" theme. Some of the ideas discussed were: (1) networking via state libraries, librarians, informational booths at their meetings, etc.; (2) "piggy-backing" an MLA-Midwest brochure in the packet that Audio Buff sends to libraries; and (3) concentrating on (primarily) small academic, county, and public libraries in which the person or persons responsible for the music materials may not have the "full credentialed library" but nonetheless is the "music librarian" for the institution. The emphasis should be to show the values of membership. Efforts will necessarily concentrate first on identifying the best avenues of making our MLA-Midwest presence known.

Submitted by Anita Bealer (Minneapolis Public Library), chair

Preservation Committee

The Preservation Committee presented a plenary session entitled "Preservation Planning and Making: Kansas City Chapter meeting on 25 October 1991. Speakers and topics included Jean Geil (University of Illinois at Urbana-Champaign): 'Preservation Planning and Making'; Suzanne Eggleston (Bowling Green State University): 'Throw Your Collection a Lifeline: Train Your Crew'; and Marilyn Carbonell (University of the South-Kansas City): 'A Case For Preservation On A Shoestring Budget.' (NOTE: These papers are published elsewhere in this issue and will be published in the May issue—ED.)

A joint project of creating a directory of preservation resource people and centers within the MLA Midwest Chapter is coming together. The committee and friends throughout the Chapter will be consulted as the project develops.

Submitted by: Peter Munstedt (University of Missouri-Kansas City) and Ruth Landman (Illinois University-Evansville), co-chairs

Public Services Committee

The Public Services Committee spent the past year preparing for our session at Kansas City. (NOTE: This program is discussed elsewhere in the Newsletter—ED.) Several project and program ideas were discussed during our closed committee meeting in Kansas City. These included a

CHAPTER DUES

Chapter Treasurer Anita Bealer reported that less that 50 percent of the Midwest Chapter members have paid 1991-92 annual dues. At the end of her Treasurer's Report (see the report—ED), she stated, "There's good news and bad news."

"On the surface, the Chapter's finances are holding steady—that's the good news. However, there is the bad news: Our finances are not as healthy as they appear. Fortunately, there's an illness in the Chapter."

It starts with "Y"... It rhymes with "N"... And what do we do for ??? "[DUES]—ED"

"Roughly 50 percent of the Chapter membership suffer from Lapsed Dues Syndrome," she reported. "Never fear," she said consolingly, "the cure is simple."

"Pay your dues...PLEASE!!" she pleaded.

Bealer reminded people that Midwest Chapter dues have not changed since 1983. This makes MLA-Midwest Chapter membership one of the best things money can buy. You receive so much for so little!" (ONLY $5.00—ED.)

She ended by reminding everyone that the Executive Committee had voted to drop from the membership rolls anyone who has not paid 1991-92 dues by March 1992.

In a related announcement, Newsletter editor Richard James emphasized that the January issue would include information about unpaid dues. If a member's dues are not paid as stated above, "the January issue will be the last sent to you."
PRESERVATION PLANNING AND DECISION MAKING

by Jean Geil, Special Collections Coordinator, Music Library, University of Illinois at Urbana-Champaign

Preservation is a significant component of a library's total collection development program. It is extremely difficult to set aside money for preservation purposes when collection development funds simply do not stretch beyond merely acquiring a fair sampling of significant new materials.

In the face of budgetary challenges, it is a question of whether there are low-cost actions that can be initiated and that would make a lasting impact upon the problem of preserving our collections without placing other important Library objectives into fiscal jeopardy. A number of approaches are specified in a document entitled "Preservation Program Goals and Priorities," drawn up in 1987 by the University of Illinois Library Preservation Committee. From a total of fifty proposed actions—ranging in magnitude from reviewing in-house operations to securing capital funds for environmental control systems—almost half were described as having low implementation costs (less than $5,000). The following examples are excerpted and paraphrased from Illinois' "Goals and Priorities" statement:

1. Planning and Priorities:
   - Review and update preservation planning documents
   - Examine present administrative structure for preservation activities in the Library and recommend adjustments to promote greater efficiency with current resources
   - Develop priorities for preservation work adjusted to varying funding levels
   - Identify, record, and centralize all statistics relevant to preservation
   - Outline what is done in various units within the library system, what is contracted to outside agencies, and what is eligible or desirable for special projects involving grant funding or cooperative work with other institutions

2. Materials Handling:
   - Investigate handling practices throughout the "life cycle" from receipt of an item to permanent retention or disposal. In 1988 by the Library and recommend adjustments to promote greater efficiency
   - Revise handling practices of the interlibrary lending unit to provide greater protection for books
   - Analyze current shelving practices and prepare revised procedures that provide greater protection for library materials
   - Conduct an ongoing public awareness campaign to educate users in the care of library materials

   - Establish mechanisms of communication between users and library staff to facilitate improvements in public handling and library response to user needs

3. Library Environment:
   - Conduct internal studies of collection and storage space
   - Survey storage areas throughout the library site for environments where sprinklers or smoke, fire, and water detectors are needed; survey library space for fire and water hazards
   - Transfer valuable and vulnerable materials from open stacks to more secure areas
   - Improve disaster preparedness by completing a disaster plan, orienting personnel on fire prevention practices

4. Staff Orientation and Public Education:
   - Conduct workshops for academic and support staff
   - Prepare handbooks and bibliographies on preservation for distribution to Library staff
   - Develop orientation sessions for new Library staff

Drawing up Illinois' "Goals and Priorities" document was an exercise in cooperative planning and decision making by Librarians throughout the University Library System. In effect, Illinois has set an agenda for itself. While it has not been possible during the past three years to make great strides in any of the high-cost areas outlined in the document, many of the lower-cost activities have been accomplished at least in part—or are well underway. It should be emphasized, however, that while activities involving planning, setting priorities, education, and other aspects of what might be termed "getting one's act together" may have low direct costs, substantial expenditures of staff time are almost always required.

Although the range of activities outlined above were drawn up as part of a "bottom-up" approach, analogous objectives may also be developed at the level of the departmental library. Despite tight budgets and shrinking resources, much can be accomplished, however, that, while activities involving planning, setting priorities, education, and other aspects of what might be termed "getting one's act together" may have low direct costs, substantial expenditures of staff time are almost always required.

4. Staff Orientation and Public Education:
   - Conduct workshops for academic and support staff
   - Prepare handbooks and bibliographies on preservation for distribution to Library staff
   - Develop orientation sessions for new Library staff

Despite budgetary constraints, the Library has been able to make a Lasting impact on the problems of preserving our collections by concentrating on those areas which can be initiated and that would make a lasting impact upon the problem of preserving our collections without placing other important Library objectives into fiscal jeopardy.

The concept of "getting one's act together" implies that employees throughout a library system will be setting priorities and making a wide variety of decisions—ranging from those impacting entire collections to making decisions involving what to do about a specific item. Many decisions affecting the success of a preservation program are made at a relatively high administrative level; e.g., budgeting for preservation, setting system-wide priorities, and determining whether the Library system will participate in inter-institutional cooperative ventures. Such decision translate generally to actions affecting entire categories of materials. Most decisions involving specific items are made at the level of the individual service unit. Even at a comparatively low level, decision making is a complex process, influenced by factors unique to each Library, and existing on several levels of specificity.

Decisions on a general level as to what extent preservation is to be designated a priority within a given library unit:

- The process of determining which particular materials are endangered
- Decisions as to whether or not to preserve materials previously determined to be endangered
- Which preservation options are most appropriate for individual items
- Each of these four levels of decision making may be examined in greater detail

Preservation as a Priority within the Music Library:

Every librarian faces the question of what he or she can do personally in the area of preservation considering all the competing demands on staff time and library resources. Some many question whether the issue of preservation is important at all within their individual units. Most of this consideration is each music librarian would have to come to a distinct and individual answer, depending upon the interrelationship of a number of factors: i.e., the mission of the individual Library within the structure of the Library system and within the larger community of music libraries; the degree of support for preservation from the central Library administration; the extent to which old, fragile, or rare materials form a portion of the music Library holdings; patterns of use within the unit; the extent to which new materials of marginal...
Midwest Chapter MLA Newsletter January 1992

quality are routinely received; the number, nature, and condition of non-paper materials; the extent to which environmental and security factors constitute a problem in need of correction; and the availability of staff time and monetary resources to be devoted to preservation-related activities in the library. In the final analysis, it is up to the individual music librarians to judge their own libraries' relative positions among the above-listed mix of factors. The degree may be expected to vary considerably from unit to unit within a library as a whole, and between music libraries of various sizes and types.

Determining Whether Materials Are Endangered

A determination of which materials are endangered may be made in several ways:

1. Individual items may be selected for preservation as they come up for attention via circulation or selection of materials from users, placing materials on or off reserve, and other regular library procedures.

2. A discrete body of materials, such as a particular special collection, may be found to be sufficiently emblazoned to warrant the preservation of the entire body of materials. A sample or systematic inventory of binding and paper condition may be completed for all or part of the library collection to determine what percentage of holdings are endangered or to select specific items in need of immediate or future attention. Since the latter type of activity requires considerable staff time and complete personnel costs must be balanced against anticipated benefits.

A survey of condition of paper and binding of materials in the University of Illinois Music Library was completed in May 1988. At the time it was determined that approximately 29% of the collection was in "good" condition, 34% showed "noticeable deterioration" in respect to brittle paper or worn bindings, and 37% was in a state of deterioration sufficiently profound as to be considered "endangered." The information obtained from this type of survey can be useful not only for gaining a clearer understanding of the scope of the problem, but also for providing concrete data to underscore a case for preservation and to enable individual administrators or from private donors.

Whether or Not to Preserve an Endangered Item

Reasonably, everything cannot be preserved. Despite increased attention to the issue of library preservation, many items in our present collections of endangered are not available to library users of the mid-twentieth century. It is possible for music librarians to make an impact upon the question of which materials are to be preserved so that significant holdings are not arbitrarily lost. The following questions are relevant:

- Does the item meet a current need?
- Does the item meet an anticipated future need that has been deferred, or is it readily available via interlibrary loan? Is the item unique, part of a special collection, or significant from the standpoint of local or regional history?
- How does the item fit within the music library's collection development guidelines: is the subject matter an area of special concentration within the library?
- Is the need for action critical, or increased final decision-making without danger of losing the item? Will protective packaging or transfer to a restricted area "buy time?"

Choosing an Appropriate Preservation Solution for Individual Items

Once a decision to preserve an item has been made, the following questions become relevant:

- Can and should it be purchased for the library? Where does the item fit in the collection?
- Does the value of the item lie solely in its informational content, or is it significant as an original artifact?
- Does the item have features (e.g., color illustrations, folded plates, etc.) that support a case for preservation?
- Does the anticipated use (e.g., reserves, reference, musical performance, etc.) indicate the need for handling the item?
- What are the anticipated costs of various preservation options (i.e., replacement, conservation, microfilming, etc.)?

The following flowchart illustrates a number of aspects of the decision-making process. [SEE p. 9–ED.]

Where Do We Go From Here?

- There is a broader aspect to preservation decision-making than that of how it relates to librarians' day-to-day activities on the job. Most music librarians would agree that it is important for a judicious selection of the materials currently in our collections to be available to the scholars and performers of the year 2050. The motivation is definitely there, but it is sometimes difficult to translate into concrete actions. It is clear that to whatever extent librarians are able to pool their efforts, the probability of ultimate success is increased. Community problems in music libraries, a good beginning has been made in the organization of MLA preservation committees on the national level and at various levels, in the existence of communication channels through MLA publications, in the ongoing dialogue with music publishers, and in workshops and conference sessions devoted to preservation topics.
I will address the topic of training your crew in preservation issues, or in the handling of your collection. Whether or not a library has a budget for preservation, or a developed preservation and conservation program, the introduction of new staff and new users to the library requires that they be educated in preservation concerns. After all, the lifespan of a well-bound book on very stable paper can be cut short through careless handling. I'm sure you have all seen books that were apparently dropped into the drink, or records that were warped from being left in the sun. These are crude examples; however, even the most routine day-to-day practices in handling and storage of library materials can be detrimental in the long run. The good news is that introducing the library crew to basic preservation issues need not be expensive or require lengthy preparation. A good start can be made with some of the audiovisual materials listed in the bibliography. I would like to begin with a few suggestions for low-cost preservation activities and then show a short slide-tape presentation.

Staff Training

Susan Stewart emphasizes staff training in preservation as a "key to the preservation of the collection." The two main areas I will address today are the library environment and the care and handling of library materials. First of all, who makes up the crew? There are library staff members and student workers whose training can be directed at the preservation of music materials. Library administrators who may need to be persuaded that these activities have impact, housekeeping staff who must maintain the area, and the physical plant manager who can help control the environment within the library building. In addition, there are the patrons: The library's patrons and users, whose actions may be influenced directly by public regulations program. Environmental factors that can be affected by staff actions include temperature, relative humidity, the presence of dust and other particles, and lighting. Factors often introduced who the library that need control include water, cleaning agents and other chemicals, food, and people. Environmental Activities

The temperature and relative humidity of the library, which affect long-term chemical stability of the collection within the ideal range recommended for long-term preservation, and it should be noted that what is ideal for books and scores varies from the ideal for recorded sound and other audiovisual media. Minimizing fluctuitions in temperature and relative humidity as much as possible will go a long way to influencing the chemical stability of materials in the collection. Maintaining stable conditions near the ideal ranges will do more to preserve the collection than occasionally achieving recommended conditions, but periodically allowing wide variations. Monitor the temperature and relative humidity with your collection and work with your physical plant crew to minimize fluctuations. If possible, scheduled cutoffs of the heating and air conditioning system should take place during spring or fall, when outside temperature and relative humidity more closely match interior conditions. If this work with your house-keeping staff in evaluating and scheduling routine cleaning procedures so as not to damage materials in the collection. It is important to keep all areas clean and free from dust and other particles that can accelerate deterioration through abrasion and chemical action.

Minimize the introduction of water and chemical cleaning agents into the stacks. Books should be dusted on a regular basis, but this should be done with care so as not to push the dust inside the book, nor to damage the binding. Dusting with a clean, soft cloth sprayed with Endust is recommended by some writers; however, Swartzburg and others prefer vacuuming or the use of a compressed air gun. Cheese cloth placed over the vacuum nozzle can lessen the power of the air suction. Books should be dusted very gently—brittle books with extreme care.

Cleaning of sound recordings and playback equipment will reduce wear on recordings. Train a student to clean the heads, pinch-rollers, caps and guides of tape decks with a cotton swab and isopropyl alcohol. Ultraviolet light from direct sunlight and fluorescent lights also contributes to brittleness. If possible, install interior lights. Keep windows turned off the light in the stacks when not needed will also reduce the impact of damaging UV light as well as save electricity. All staff and patrons can assist in this task.

Reduce the risk of insects and rodents, which lacking more desirable dinners will grav on books, and offer legume services in the library, especially in processing and stack areas. Remind staff and patrons to handle library materials with clean hands. Declaring your library a "smoke-free zone" will also lengthen the life of your collection, particularly the sound recordings, which are more susceptible to damages from gas and air-borne particles than paper materials.

Handling

Careful handling is just as important as environmental controls to the longevity of library materials. Train your staff to remove and replace books properly. Train them, too, to move books carefully, and ensure that book edges are large enough, stable, and cushioned at corners. Books should be shelved vertically, not on their fore-edges. They should be packed neither too tightly nor too loosely, and should be well supported. Oversized materials should be stored flat, no more than three on a shelf. Sound recordings on discs should be shelved vertically. Slotted shelves with vertical supports the size of the recording are necessary to keep recordings from shifting. Several writers note that "neatness counts": keeping the stacks neat encourages patrons to treat the books as if they were their own. As a result, you should train your staff to remove all paper clips and rubber bands from books whenever they find them.

Photocopying is a major stress on books and scores. Encourage your copy service or equipment administrator to replace old copiers with those with a book edge that reduces
SELECTIVE BIBLIOGRAPHY


Pence, Cheryl. "Audiovisual Resources on Preservation Topics." American Archivist 53 (Spring 1990): 350-54. While there have never been pressure-sensitive tape (scotch tape and the like). Repairs to materials that are intrinsically valuable as artifacts should be done by a conservator.


Pence considers the 30-minute version a better training program, the 60-minute version a better training program, and the 90-minute version a better training program. As brief as it may require new ways of thinking, and time and effort for training, but it need not require a large budget.

ARCHIVAL DISASTER: PREVENTION AND RECOVERY


Simple Repairs for Library Materials. Prepared by Paul Beck et al. New Haven: Yale University Library, 1981-7. (17 min. 74 slides, audioscassette, script; 5 model storage-
As handouts all across the midwest were burned!

The Committee has been urged by various members of the Chapter to see that the information from this session reaches a wider audience. Toward that end, the Committee will explore possibilities for publication.

--- Leslie Troutman

**MEET US IN ST. LOUIS!**

Allie Wise Goudy, Chair of the Midwest Chapter, has announced that the Chapter's 1992 Annual Meeting will take place in St. Louis, Missouri. The dates have been tentatively set for 29-31 October. Past-Chair, Linda Fidler, is Chair of the Program Committee and will be working hard with the Local Arrangements Committee. Linda has asked for suggestions for program sessions and will welcome all ideas. You can contact her at 7602 Radcliffe Drive, Madison, Wisconsin 53719 (email: FIDLEB WSMCCNEWSB.BITNET). [NOTE: See the survey questionnaire at the end of the Newsletter--ED.] The St. Louis contingent are proposing an exciting meeting, so mark your calendars now.

**NEWSLETTER TO GET A NAME!**

The Executive Committee of the Midwest Chapter has approved the concept of naming the chapter newsletter. The growth in the size and type of information contained in recent years has suggested the need for a new name for some time. In fact, one can trace the search for a title back to the early 1980s. Among suggestions received are:

- Mid-Line, Midwest Muse, Midwest Bibliograph, Midwest Musings, Midwest Note-Book, Tempus, and Tempus Perfectum. The new name will appear on the May issue of the newsletter, which will be listed as "Volume 1, number 1." The final choice will be made by the Chapter Executive Committee.

Since everyone involved understands the problems caused when a title is changed, we would like to choose a title that will be used for a long time. We welcome, therefore, any additional suggestions and comments--pro or con--about the titles already under consideration. Your comments can be sent to me by mail using the form at the back of this issue or by email (RJONES@DEPAUW). Thank you for your help. -- editor
Sample Mastheads for Selected Proposed Newsletter Titles
(NOTE: These are samples only: no title is "tied" to the type shown.)

Mid-Line
The Official Publication of the Midwest Chapter of the Music Library Association
Volume 1, Number 1 May 1992

MIDWEST BIBLIO-MUSE
The Official Publication of the Midwest Chapter of the Music Library Association
Volume 1, Number 1 May 1992

MIDWEST NOTE-BOOK
The Official Publication of the Midwest Chapter of the Music Library Association
Volume One, Number One May 1992

TEMPUS
The Official Publication of the Midwest Chapter of the Music Library Association
Volume One, Number One May 1992

TEMPUS PERFECTUM
The Official Publication of the Midwest Chapter of the Music Library Association
Volume One, Number One May 1992

UNIFORM TITLE
The Official Publication of the Midwest Chapter of the Music Library Association
Volume 1, Number 1 May 1992
Linda Fidler, chair of the 1992 Annual Meeting Program Committee, has asked for your assistance in planning the program for the St. Louis meeting. Please complete the following short questionnaire and send it to her at: 7602 Radcliffe Drive, Madison, Wisconsin 53719; or reply by email to her at: FIDLER@WISCMACC.BITNET. Thank you for your assistance.

1. Did you attend any of the Midwest Chapter meetings in the last three years?  
   - yes  
   - no  
   If yes, did you decided to attend **because** of the program?  
   - yes  
   - no  
   If no, did you decided not to attend **because** of the program?  
   - yes  
   - no

2. Please rank the following types of sessions according to how desirable they would be to you using a scale of 1 to 5, with 1 indicating no interest to 5 indicating great interest.

   - Recent research sessions 1 2 3 4 5
   - Committee-sponsored sessions 1 2 3 4 5
   - Specific library problem sessions, e.g., cataloging, public services, etc. 1 2 3 4 5
   - More general sessions, e.g., stress or time management, legal issues, etc. 1 2 3 4 5
   - Music oriented sessions 1 2 3 4 5
   - Local interest sessions 1 2 3 4 5
   - Other (please specify) _______

3. Do you have any specific suggestions of topics for the 1992 Annual Meeting? (if so, please include your name) __________________________________________

The Chapter Executive Committee would like to know your opinion concerning the various titles that have been proposed for the Chapter newsletter. Please send the following to Richard E. Jones, 1904 Sandalwood Drive, Greencastle, Indiana 46135, or reply by email: RJONES@DEPAUW.BITNET. Thank you.

1. Do you like any of the following titles? (Indicate all that apply)
   - Mid-Line  
   - Midwest Muse  
   - Midwest Biblio-Muse  
   - Midwest Musings  
   - Midwest Note-Book  
   - Tempus  
   - Perfectum  
   - Uniform Title

2. Do you object to any of the following titles? (Indicate all that apply)
   - Mid-Line  
   - Midwest Muse  
   - Midwest Biblio-Muse  
   - Midwest Musings  
   - Midwest Note-Book  
   - Tempus  
   - Perfectum  
   - Uniform Title

3. Would any of the above be improved by the addition of deletion of "Midwest" or "Midwest MLA"? If so, please indicate which _______

4. Is there another title your would propose? _______

5. Do you have any other comments to make with regard to typefaces, sample mastheads, graphics, etc. of this and the previous issues of the newsletter? __________________________________________
HERE IS THE JANUARY 1992 ISSUE OF THE MLA MIDWEST CHAPTER NEWSLETTER CONTAINING:

--- The Report of the Annual Meeting in Kansas City
--- Summary of the Chapter Business Meeting
--- Chapter Financial Report
--- Chapter Special Committee Reports
--- A Notice about UNPAID Chapter Dues
--- Preliminary Announcement of the 1992 Meeting in St. Louis
--- Information about the Newsletter Title
--- Two Special Questionnaire Forms
--- "Preservation Planning and Decision Making" by Jean Geil
--- "Throw Your Collection a Lifeline: Train Your Crew" by Suzanne Eggleston
--- AND MORE

FROM: Richard E. Jones, Editor
MLA Midwest Chapter Newsletter
1904 Sandalwood Drive
Greencastle, Indiana  46135