PART SIX (VI):
KEMBLE A. STOUT MUSIC LISTENING LIBRARY

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
The Kemble A. Stout Music Listening Library (KSMLL) serves as the resource center for scores, audio/visual materials, computer-assisted instruction, and selected reference sources.

Hours of operation are posted at the beginning of each semester and also available on the website via the School of Music web page.

The KSMLL contains recordings, scores (all catalogued music at WSU, including collected editions and music monuments), and basic music reference materials. The reference collection in Holland Library contains up-to-date specialized research materials and about 10,000 circulating books on music.

The hardware for preparing class tapes and for listening and viewing in the KSMLL and classrooms is kept here. The KSMLL also has computer terminals connected to the University's mainframe computer so patrons can access the University Library System Computer Catalog, better know as "Griffin".

Print holdings include 15,000 scores and 14,000 titles in vertical files, which also contain graduate student 702 (final research project) papers, and popular music since 1875.

Most scores circulate for 30 days for undergraduate students and staff and one semester for faculty, graduate students and honors students. Some special materials are set aside as Reserve items, circulate for a one-day period. Non-print, listening materials do not circulate, but must be used in-house.

Software holdings include 23,000 phonograph recordings, 1000 audio and videotapes and nearly 4500 compact discs.

All scores are purchased, catalogued, and processed by the WSU Library System. All audio/visual materials are purchased by the Music Program and processed and catalogued by the KSMLL Library Specialist.

KSMLL patrons consist primarily of music majors, students in general music classes, and music faculty. However, the wider university and surrounding communities are encouraged to patronize the facility.

RESERVE MATERIALS
Faculty and TAs wishing to place materials on reserve should allow at least five class days prior to assigning them to ensure availability. Items needed from the Holland Library collection can be secured by the KSMLL Library Specialist.

**RECORDING AND DUPLICATING**

RECORDING AND PATRON DUPLICATING ARE AVAILABLE FOR SCHOOL OF MUSIC COURSES AND EVENTS ONLY. This service is available subject to limitations of copyright and fair use policies.

Copies of recordings, in part, can be made for the purpose of music classes. One back-up copy may be made for library use only. No copies of class tapes will be made for students. ANY EXCEPTION TO THIS RULE WILL BE NOTED IN THE "LISTENING ASSIGNMENT NOTEBOOK".

Copies of Master/Archival CDs of concerts and recitals given in Bryan Hall or performers on audiocassette under the following circumstances may duplicate Kimbrough, in part:

- Contest auditions, graduate school applications and for School of Music publicity; and
- Personal/educational use other than the above, of selected excerpts

Music students and faculty may check out library equipment to record a performance to use for auditions, contests, job applications, etc. Equipment should be reserved one week in advance.

Electronic copies of faculty and student performances from non-WSU locations may be made for the following purposes:

- Concert auditions, graduate school applications and for School of Music publicity.
- Personal/educational use other than the above, of selected excerpts.

(Please note: the Student Listening Library Taping/Dubbing Policy is clearly posted in the KSMLL and the patron should be acquainted thoroughly with it).

UNDER NO CIRCUMSTANCES WILL DUPLICATING OF COMMERCIAL RECORDINGS BE MADE FOR PERSONAL USE . . . COPYRIGHT LAW WILL NOT BE KNOWINGLY VIOLATED. Questions about copyright??? Information is available from your Library Specialists and in the Supplement for Faculty and Staff to the Music Program Handbook.

**MUSIC RESOURCES IN HOLLAND LIBRARY**

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Only a few steps from Kimbrough in Holland Library are several thousand books, magazines, and microfilm items about music. The reference faculty are glad to assist in the use of catalogs and reference materials. The Library’s music specialist is available for all music-related needs. He performs a variety of services for the music program, making library use an integral part of the musical and educational experience. These services include class visits and projects, specialized reference, on-site orientation, term paper consultation, notification of special arrivals, selection and purchase of books, periodicals and scores.

Get a head start by visiting Holland Library early. Times of general tours are posted on the bulletin board in KSMLL each semester.

**COMPUTER ASSISTED INSTRUCTION**

4 computer stations with piano keyboards, equipped with music software (Aurelia, Finale, Sibelius) are available in the KSMLL.