



PETERBOROUGH NEW HORIZONS BANDS

Band Music Library Committee

Date Issued: January 26, 2024

Purpose: To manage PNHB music inventory.

Composition:

The PNHB Band Music Library Committee is made up of these positions:

- Board / Conductors Liaison
- Conductors / Librarian Liaison
- Band Librarian
- Band Librarian Coordinator
- Band / Librarian Assistants: 1-3 per Band
- Behind the Scene
- Members

Responsibilities:

The following sections describe what each position does.

Board / Conductors / Liaison

Coordinates with the board on behalf of the conductors.

Conductors / Librarian Liaison

Communication, annually, re:

- The board allocates money to the conductors for new music purchases.
- The conductors would provide a list of their new music and contact the Librarian when they were ready.
- The deadline for the conductors to provide their Term{s} music lists to the Librarian.
- The Bands which the conductors would be leading each term.
- When to expect the individual Band instrument numbers.
- Ensures Conductors submit their Music lists for each Term, from the Inventory lists and /or newly purchased folders, within the designated time slot. (exceptions are, often, necessary)
- Oversees the Library activity.
- Is available as a resource contact.
- Participates as part of a group of volunteers.

Band Librarian

- Is notified by the board when the new lease with PCVS has been signed. (Sept 1st to Aug 31st)
- (is? /was previously, the contact person for KPRDSC because of the amount of time spent at PCVS) (one of 3 Room 304 room key holders)
- Keeps the Inventory Lists, in Excel, up to date for both Christmas and Non-Christmas music. All 4 lists are available, in print, at PCVS, Numerical and Alphabetical.
- Sends the 2 Alphabetical lists to the Conductors to help with choosing Term pieces. Duplication of requests may be eliminated.
- Prepares music from Conductor's list for each Term. (Mid August for Term 1), (any time after Term 1 filing in Dec. and Jan for Terms 2) Again, this is flexible as long as PCVS is open and motivation prevails.



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- Tops up the Library Envelopes to ensure there is sufficient music for the designated band.
- Prepares new music by:
 - adding to the Inventory list
 - reinforcing Library Envelopes and Banker Boxes
 - adding PNHB numbers
 - making Master Sets (White)
 - making Library Envelopes (Brown) Band specific.
- Downsizes full Score Sets for Master Sets, if necessary. The copier accepts 8 ½ x 11 or 11 x 17 paper. Marks Master Set sheets and Full Scores with pink marker stripe.
- Ensures music titles are on all 2 - 4 music sheets which, often return separated.
- Transports Conductors boxes for Band start-up.
- Communicates any updates with the Team.
- Purchases necessary supplies, paper, Banker Boxes, envelopes, etc when necessary, after doing a price comparison with Staples, Costco, Amazon, etc. and submitting the purchase requisition for reimbursement.
- Follows the Financial Controls policy for purchases and reimbursements.
- Participates as part of "The Team" in whatever capacity is necessary.
- Coordinates with the PCVS Office and Custodian to maintain PNHB's being a "Facility Partner" in good standing. Signing in, informs them that we are on site.

Band/ Librarian Coordinator

- Works with the Band librarian in all areas as listed above under the Band/Librarian section.
- Steps in, in the absence of the Band Librarian with the support of the other Band Assistance.
- Communicates with the Band Librarian Assistants through e-mail or on site concerning filing dates etc.
- Looks after the collection, clean up, filing, etc. of "Stray music"
- Assists with the clean up, sorting and filing of current music.

Band Librarian Assistants

Are The "Backbone" of the Library!

Step up and help when called upon: are self motivated from helping previous Librarian: and provide feedback without hesitation.

- Take "End of Term" Conductor Banker Boxes home to erase music sheets, arrange these sheets in Score order per Envelope and bring these Library Envelopes to PCVS for filing.
- Find time to sort and file music sheets handed in to the Drop Boxes on band site.
- Come in to file Stray music at PCVS, if possible, when asked.
- Have stamped numbers on new music, etc. The list goes on and on.
- If unable to attend PCVS, offer to participate in a substitute portion of the task.

Behind the Scene

Presently, missing music can be acquired through an industrious individual who is able to come to our aid.

A Contact Group of 6 Ontario Librarians is able to reach out and, if possible, provide a missing piece.

Members

Members, not officially part of the Library Team, have stepped up, without hesitation, to help, because, as was quoted....."We are Volunteers. This is what we do!"



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Band Librarian – Time Commitment:

The Band Librarian Role is a challenging and rewarding position. I believe it is important for the Board of Directors of the PNHB to have an understanding of the time commitment (and the personal expenses incurred) for anyone in the position of Band Librarian. Below I have summarized the average time involved in each responsibility:

Responsibility	Time needed (hours)
<p>a) Processing new music both Conductor scored and sheet music (example a 42 page score)</p> <p>b) New scores must be inventoried, brown library envelopes and white Master set envelopes must be numbered and labelled and date of purchase on bottom. Title and part to be added to each page if required.</p> <p>c) Music added to Excel spreadsheet which contains library inventory and this information is shared with Conductors.</p>	<p>To construct Conductor Score, additional time for sheet music. Time varies dependent on number of pages of music (1-4 pages per instrument part).</p> <p>3-4</p>
<p>Trips to PCVS to photocopy, file, prepare LE's for new terms. The room must be kept in order with the construction of boxes and systems for storage of necessary materials. It even includes cleaning (dust, flies etc.)</p>	<p>Average 3 trips per week, each trip 4 hours =</p> <p>12</p>
<p>HOME: Photocopying and organization of music is also done at my home several times per week. Often my husband is enlisted to assist me in getting work completed.</p>	<p>3-4 hours average 6 days a week. There is an acknowledgement that this time requirement may vary dependent on who is doing the job but currently this is the amount of time committed to completing tasks that can't be completed in a 4 hour window at PCVS.</p> <p>18-21 hours/week</p>
<p>Ordering and shopping for supplies. Price comparisons in order to purchase in the most cost-effective way. Some ordering done online, some at Costco and Staples, Brent Office Supplies, Walmart</p>	<p>Varies but would estimate 1 hour/week.</p>
<p>TOTAL</p>	<p>Average 31-34 hours/week</p> <p>Additional hours for new music preparation as noted and Summer Band and other extraordinary requests such as Music Works.</p>



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Skills needed: Use of excel and concept of indexing

Items to Budget for:

- Music.
- Library needs (ink cartridges, paper, envelopes, banker boxes, stamp etc.)
- Storage venue(s).

Disclaimer: This document is an attempt at this time, to identify the tasks involved but there is no guarantee that it is fully inclusive.

Date Approved: January 26th / 2024

Signed: *Judith Kusch*
PNHB President

Signed: *Bev Murphy*
PNHB Board Secretary

Revision History:

Date	Description
2024 Jan 26	Draft created by Meeta L Ellison. Put in standard format by Bev Murphy. Add line about following Financial Controls policy.