



Ruppel Library

Access Guide for Graduate Students

Library Services, Policies, & Resources

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About

Hours

Monday - Friday: 9:30 AM - 5:30 PM

Ruppel Library Collection Catalog

<http://vcm.ipac.dynixasp.com/>

Music Library Director

Ms. Laura Brettholle (Ms. B)

Email: lbrettholle@vandercook.edu

Ruppel Library Contact

Circulation Desk: (312) 788 - 1142

General email: library@vandercook.edu

Address

Harry Ruppel Library
VanderCook College of Music
3140 South Federal Street
Chicago, IL 60616

Mission

Ruppel Library provides resources and services to support the education and preparation of music teachers at VanderCook College of Music.

Vision

VanderCook College of Music librarians and faculty collaborate to make the music library integral to course design. The resulting library becomes a dynamic learning environment and a part of each student's daily activities.

Ruppel Library Commitment

Ruppel Library staff are committed to providing free, open, unfiltered access to information to the VanderCook community. We strive to collaborate with faculty, staff and students to maintain the library as a vital part of the organization. Through teaching, provision of resources, collection development, and active participation in college-wide activities, the librarians endeavor to build on the existing strength of the institution.

VCM Collections

- **Harry Ruppel Memorial Library**
 - General Collection
 - Reference Collection
 - Reserve Collection
 - Rare Book Collection
 - Solo / Ensemble Collection
 - AV Collection (limited)
- **Ensemble Libraries**
 - Band
 - Choir
 - Orchestra (*contact ensemble director*)
 - Jazz (*contact ensemble director*)
 - Percussion (*contact ensemble director*)
- **H.E. Nutt Archives** (*contact librarian to request access*)

Material Types

- Books (Print / Monographs)
- Serials (Journals / Periodicals)
- Musical Scores
- Sound Recordings : Compact Discs, LPs
- Visual Material : DVD, VHS
- AV Equipment (limited availability)

Library Policies

Circulation Policy

Materials from the General Collection including books, scores, visual materials, and sound recordings circulate according to the charts on page 4. Reference books and serials are non-circulating to undergraduate students. In some cases, with permission from the librarian, graduate students, faculty, and staff may have limited circulation privileges for these items.

NOTE: All items that leave the library must be checked out by library staff. If a librarian is not available please see the FAQ section for details on how to proceed.

Reserve Policy

All reserve items must remain in the building. All items removed from the reserve shelf must be checked out by library staff. Only with permission from the instructor and the librarian may reserve items be checked out overnight. This must occur one hour before the library closes, and the items must be returned the next morning within one hour of the library's opening.

Borrowing Periods

On Campus : VCM Graduate Student Borrowing Periods	
General Materials Circulation Period *	4 weeks
Reserve Materials Circulation Period	2 hours (in building only)

* NOTE: some materials may have shorter borrowing periods

Off Campus : VCM Graduate Student Borrowing Periods	
General Materials Circulation Period *	4 weeks
Reserve Materials Circulation Period	None

* NOTE: some materials may have shorter borrowing periods

Off Campus: VCM Graduate Student Borrowing Information*	
Options for Access	• Shipping from VCM to you via USPS • The librarian can help you identify lending libraries in your area with the item. Options for access vary by local library borrowing policies.
Information to give the Librarian	• Search the Ruppel Library Catalog and identify what item you wish to borrow. • Email the librarian <u>directly</u> with Author (Last, First), Title, Publication Date, Volume (if applicable), and ISBN (or ISMN). • Indicate your desired option for access.
Library Shipping Information (From VCM)	• Shipping to you at no cost. The librarian will notify you when an item is shipped and will include USPS tracking information. • Email librarian when item is received • In addition to the items, the shipment will include: ○ 1 return label (marked Library Mail) ○ 1 USPS tracking barcode
Return Shipping Information (From you)	• Students must pay for return shipping. • Email librarian with return tracking information.

* NOTE: This is for materials in the main circulating collection. Materials from the Reference Area, Ensemble Libraries, Serials, AV materials, and the H.E. Nutt Archives are not available for off campus borrowing.

Fines

The return of late materials, without communication with the librarian, may result in fines on your library account. The chart below outlines fine periods and amounts.

Fines for Overdue Materials	
General Materials	\$.25 per day
Reserve Materials	\$2.00 per hour overdue
Lost Materials	Patron and will cover the cost of replacement <i>plus</i> processing charges.

Interlibrary Loan

Interlibrary Loan allows for VCM students and faculty to access materials that are otherwise unavailable by borrowing from libraries across the country. Interlibrary Loan (ILL) is used for borrowing physical and electronic resources (such as articles).

ILL Access

ILL can be accessed two ways:

1. The WorldCat platform (see WorldCat section below for how to place an ILL request)
2. Emailing the citation to your librarian

ILL Loan Periods

Loan periods are established by the lending library. If you determine you need to renew your loan, the librarian can submit a renewal request on your behalf. Please note that submitting a renewal request does not guarantee the lending library will accept.

ILL and Off Campus Students

At this time ILL services only include electronic access materials. If you need assistance locating physical materials in your area, please contact the librarian.

Electronic Resources, Journals, and Databases

OpenAthens

OpenAthens is an authenticator service used at VanderCook to provide access to our electronic resources. You must be logged in to your account to access the resources outlined below.

New students will receive an email from OpenAthens inviting them to set up their account. If you have any trouble with your account, or need to renew access, please notify the librarian and your account will be reset.

Music Periodicals Database (MPD)

MPD is an excellent music journal resource available online. MPD is hosted on ProQuest and is accessed via the main library webpage under the “Journals and Databases” heading.

MPD holds over 1.3 million articles, plus detailed indexing and abstracts for more than 425 international music periodicals, and full text for ~140 journals from 1874 to present.

Subjects Covered

- Music education
- Classical music and opera
- Jazz and blues
- Rock, soul and hip-hop
- Folk music
- Music business
- Sound recording
- Ethnomusicology
- Music therapy
- Instruments

NAfME Journals

The National Association for Music Education (NAfME) publishes the following 5 journals. NAfME journals are accessed directly from the main library webpage under the “NAfME Publications” heading. The NAfME journals are hosted on SageJournals and select NAfME journals can also be accessed via MPD.

- **Journal of General Music Education**
 - Peer-reviewed
 - Articles on successful practices, teaching strategies and/or materials, suggesting new ideas, analyzing issues of concern, and the influence and impact of general music education.
- **Music Educators Journal**
 - Peer-reviewed scholarly journal
 - Practical articles on music teaching approaches and philosophies, instructional techniques, current trends and issues in music education in schools and communities, and the latest in products and services.
- **Journal of Music Teacher Education**
 - Peer-reviewed research journal
 - Online only
 - Articles focus on issues related to music teacher education.
- **Journal of Research in Music Education**
 - Peer-reviewed
 - Articles and reports on original research related to music teaching and learning.
- **UPDATE: Applications of Research in Music Education**
 - Peer-reviewed
 - Online-only

- Articles focus on music teaching and learning in everyday practice to help music teachers apply research in their classrooms and rehearsal halls.

WorldCat (OCLC)

WorldCat is a resource for locating unique, trustworthy materials by connecting thousands of libraries' collections in one place. It is a great resource to locate citations for articles and journals too. It also connects to InterLibrary Loan and you can place an ILL request via this platform. To access WorldCat go to the library webpage and select WorldCat under the "Databases" heading.

- **Main functions of Worldcat**
 - Article Search
 - Interlibrary Loan
- **13 databases in WorldCat**

Select	Database	Description
☒	WorldCat	OCLC catalog of books and other materials in libraries worldwide
☐	ArticleFirst	OCLC index of articles from the contents pages of journals
☐	ClasePeriodica	Index of Latin American journals in the sciences and humanities
☐	Ebooks	OCLC catalog of online electronic books available through libraries worldwide
☐	ECO	An OCLC collection of scholarly journals (Browse Journal Titles)
☐	ERIC	Journal articles and reports in education
☐	GPO	U.S. government publications
☐	IllinoisCatalog	OCLC catalog of materials in Illinois libraries
☐	OAIster	Union catalog of digital resources
☐	OpenAccessContent	Open access content in libraries worldwide
☐	PapersFirst	OCLC index of papers presented at conferences worldwide
☐	Proceedings	An OCLC index of worldwide conference proceedings
	WorldCat	OCLC catalog of books and other materials in libraries worldwide
☐	WorldCatDissertations	A database of all dissertations and theses available in WorldCat

- **Best databases to begin your search:**
 - ArticleFirst
 - ECO
 - ERIC

- **ILL requests in WorldCat**

- When you've found the correct material select the "shaking hands" icon on the top left of the search screen. Complete the information form and press "submit" to place your request. Your librarian will notify you of your request status.



Oxford Music Online

Oxford Music Online is a gateway offering users the ability to search multiple music reference resources in one location. There are excellent subject guides, topical guides, and a wealth of research resources. Access Oxford Music Online via the link on the main library webpage.

- **Grove Music Online**

- Grove Music Online is an online music encyclopedia, offering comprehensive coverage of music, musicians, music-making, and music scholarship.

- **The Oxford Companion to Music**

- Music reference resource.
- Searches in Grove Music Online will search the digital version of The Oxford Companion to music.

- **Oxford Dictionary of Music**

- Authoritative, peer-reviewed articles with supporting materials such as bibliographies, media, and links to related resources.
- Great filtering options to refine by source, type, subject, and availability.
- Navigation is more intuitive than other platforms.

Naxos Music Library

Naxos Music Library is a music streaming service offered to all students and faculty at VCM. To access Naxos select the link on the library webpage. Students can create their own playlist account using their VCM email. Naxos also has a phone application for access on the go!

- **Naxos Music Library**

- Complete catalogues or selected recordings of over 940 labels.
- Wide range of standard and specialist repertoire.
- Music notes, cover artwork, tracklist, instrumentation and publisher information.
- Libretti of over 65 and synopses of close to 1,000 operas.
- More than 40,000 composer and artist biographies.
- Pronunciation guide for musical terms, composer and artist names.
- Interactive dictionary with music examples.

- Study Guides to supplement music curriculums in Australia, Canada, Ireland, South Korea, UK and USA.
- Aural training exercises of 11 levels of difficulty, from basic to advanced.
- **Naxos Music Library: World**
 - A wide range of content, from legendary historical performances to contemporary world music. Recordings of over 32,000 artists are represented.
 - Explore the complete ARC and Smithsonian Folkways catalogues and titles from over 350 other labels.
 - Music from over 150 countries, more than 1,500 cultural groups represented.
 - Teaching staff can create playlists for different assignments and courses. Static URL to album, track, and playlist can be placed in teaching resources.
- **Naxos Music Library: Jazz**
 - Over 36,369 albums (302,465 tracks) are available and new albums are added weekly.
 - Wide Selection of Jazz Music: From jazz legends to contemporary jazz. Recordings of over 32,000 artists are represented.
 - Renowned Labels: The recordings in Naxos Music Library Jazz come from over 520 labels, and include the catalogues of Warner Jazz, Fantasy and many others.
 - Authorised users can access from anywhere, in-campus or remotely.
 - Easy-to-use yet sophisticated search engines: There are three search modes available - browse the library alphabetically by label, keyword search by name of artist, track or disc title, and advanced search by a combination of criteria.

FAQ

1. I found an article but I can't access it with OpenAthens. What should I do?
 - a. Send your librarian an email of the **full citation**. If you have the URL or DOI please include that as well.
2. Can the librarian help me with my research and find reliable sources?
 - a. Yes! The librarian is here to help facilitate your research needs. Email the librarian to schedule a one-on-one reference interview.
3. What is a reference interview?
 - a. A reference interview is a one-on-one structured conversation between a librarian and the library patron. The goal is to help identify specific needs and offer assistance with identifying the best resources, search practices, and databases to use.
4. Does the library have ebooks?
 - a. No, at this moment the library does not have an e-book database. For e-book access check the Galvin Library (IIT) or with your local public library.
5. Can I check out materials from the Galvin Library (IIT)?
 - a. Yes! The Ruppel Library and the Galvin Library (IIT) participate in reciprocal borrowing. You can use their facilities and check out materials. Be aware that the Galvin Library has different borrowing terms than the Ruppel Library. IIT materials can not be returned to the Ruppel Library and vice versa.
6. I found a book I thought I returned. What should I do?
 - a. Email the librarian as soon as possible to notify them that the item has been found. Return the item promptly to waive any fines accrued on your library account.
7. I want to check out a book but the librarian isn't at their desk. Can I still check it out?
 - a. Yes, you may check out materials to yourself if your librarian is not available and you need the item ASAP. Please use the **Clipboard Tracking Sheet** at the main circulation desk and fill in the information. Follow up with an email to the librarian notifying them of the checkout.

An APA Citation Guide to Music Materials

Reference List & Bibliography

APA style has 4 core elements: **author, date, title, and source.**

Most sources cited will include each of those four elements in this order. However, there are always some exceptions! For more information check the APA Manual (7th edition) in the Ruppel Library and/or use the links below.

Note: templates below are adapted from the University of Illinois libguide for "Citing Sources in the Performing Arts" (<https://guides.library.illinois.edu/MusicCitations/apa>)

APA Resource Guides & Examples

- <https://apastyle.apa.org/>
- <https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#author>
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Text Sources

- **Book (print / monograph)**

Template:

Author Last Name, Author First Initial. (Publication Year). *Title of book*. Publisher.

- **Book (electronic)**

Template:

Author Last Name, Author First Initial. (Publication Year). *Title of book*. Publisher. DOI or URL.

- **Chapter (in an edited book)**

Template:

Chapter Author Last Name, Chapter Author First Initial. (Publication Year). Chapter title. In Editor First Initial. Editor Last Name (Editor Title), *Book title* (Edition, page numbers). Publisher. DOI or URL if available.

- **Article (academic journal)**

Template:

Author Last Name, Author First Initial. (Publication Year). Title of article. *Title of journal*, Volume(Issue), page numbers. DOI or URL if available.

NOTE: If a group is an author, write out the entire name of the group author in lieu of the author's last name, author first initial.

- **Article (magazine)**

Template:

Author Last Name, Author First Initial. (Publication Year, Month Date). Title of article.
Title of magazine, Volume(Issue), page numbers. DOI or URL if available.

- **Dictionaries / Encyclopedias (Oxford Music Online / Grove Online)**

Template:

Author Last Name, Author First Initial. (Publication Year). In *Title of reference work*.
Retrieved Month Date, Year, from DOI or URL

- **Dissertation (print)**

Template:

Author Last Name, Author First Initial. (Publication Year). *Title of dissertation* [Type of dissertation, Name of Institution Awarding Degree]. Database or Archive Name. DOI or URL if available.

- **Dissertation (electronic)**

Template:

Author Last Name, Author First Initial. (Publication Year). *Title of dissertation* (Accession or Order Number) [Type of dissertation, Name of Institution Awarding Degree]. Database or Archive Name. DOI or URL if available

- **Musical Score (with Composer)**

Template:

Composer Last Name, Composer First Initial. (Publication Year). *Title of score* [Type of score]. Publisher.

- **Musical Score (with Composer and republished)**

Template:

Composer Last Name, Composer First Initial. (Publication Year). *Title of score* [Type of score]. Publisher. (Original work published Year)

- **Musical Score (with Composer and Librettist)**

Template:

Creator Last Name, Creator First Initial. & Creator Last Name, Creator First Initial. (Publication Year). *Title of work* [Type of score]. Publisher.

Text Sources - Unique Scenarios

- **Musical Score (Self Published)**

Template:

Composer Last Name, Composer First Initial. (Publication Year). *Title of score* [Type of score]. Published by the author.

NOTE: If the score is self published, substitute the publisher information with "Published by the author."

- **Missing Information (No Date)**

Template:

Composer Last Name, Composer First Initial. (n.d.). *Title of score* [Type of score]. Publisher.

NOTE: Provide the author, write "n.d." for "no date," and then provide the title and source. A great resource for missing information is the APA Missing Information Guide:

<https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

- **Musical Score (Self Published, no date, and only available online)**

Template:

Composer Last Name, Composer First Initial. (n.d.). *Title of score* [Type of score]. Published by the author. Retrieved from URL.

NOTE: Use this link for an excellent guide on citing works using URL or DOI hyperlinks:

<https://apastyle.apa.org/style-grammar-guidelines/references/doi-urls>

Audio & Visual Media Sources

- **Sound Recording**

Template:

Artist Last Name, Artist First Initial. (Release Year). *Title of album* [Album]. Record Label Name.

- **Sound Recording (one track)**

Template:

Recording Artist Last Name, First Initial. (Release Year). Title of song [Song]. On *Title of album* [Album]. Record label.

- **Sound Recording (of a historical work)**

Template:

Artist Last Name, Artist First Initial. (Release Year). *Title of album* [Album]. Record Label Name.

NOTE: Add the name of the person or group recording the piece within the brackets denoting it as an album. Add "Original work published" and the year of publication at the end of the citation, enclosed in parentheses.

- **Film (DVD / VHS)**

Template:

Director Last Name, First Initial (Director). (Publication Year). *Title of film* [Film]. Production Company. DOI or URL if available.

- **Online Video Streaming (YouTube)**

Template:

Uploader Last Name, Uploader First Initial [Uploader Username]. (Upload Year, Month Date). *Title of video* [Video]. Publisher. Platform. DOI or URL.