

Workshop

## Managing Stake Music Libraries

Presenter

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*And verily in this thing ye have done wisely, for it is required of the Lord, at the hand of every steward, to render an account of his stewardship, both in time and in eternity.*  
D&C 72:3

Building a choral library represents a big investment of ward and stake resources. How can that investment be protected from being wasted?

1. Label
  - a. Each piece with unit's name
  - b. Each holder with its piece's name and inventory number
  - c. Each box with category and inventory range
2. Inventory - Create list or database that includes for each piece:
  - a. Inventory number
  - b. Title
  - c. Composer, arranger
  - d. Piece structure (SATB, SSA, etc)
  - e. Cost
  - f. History
  - g. Copy restrictions
  - h. Publisher info
3. Store
  - a. Establish a space in a unit building that is large enough to house it all
  - b. Use envelopes, boxes, whatever keeps music safe
  - c. Organize storage by category and inventory number
4. Track
  - a. Use check-out forms when any music leaves library
  - b. Use choir sign-in sheets to assign numbered folders
5. Share
  - a. Create review binders with single copies to allow directors to peruse music
  - b. Post inventory to stake web-site
  - c. Make all units aware
6. Convince the stake presidency call a stake music librarian!