

Managing the Stake Music Library

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Fayetteville Stake

ATLANTA
MUSIC
WORKSHOP

BYU
Organ
WORKSHOP

What happened to those 60 copies of Stake music??

- 23 copies in the library at the stake center
 - 15 copies in the Red Ward library
 - 7 copies in the Green Ward YWs closet
 - 2 copies in Sister Carpenter's piano bench
 - 1 mashed up copy in Sister Taylor's Sunday bag
- 1 copy in Sister Mason's music binder that she's forgotten doesn't actually belong to her
- 1 copy in the Red Ward's organ bench
- 1 copy in the folder in the trunk of Brother Baker's car
 - 4 copies we have no idea about
- 1 copy in an unpacked box that moved with the Millers
- 3 copies in the Blue Ward library

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

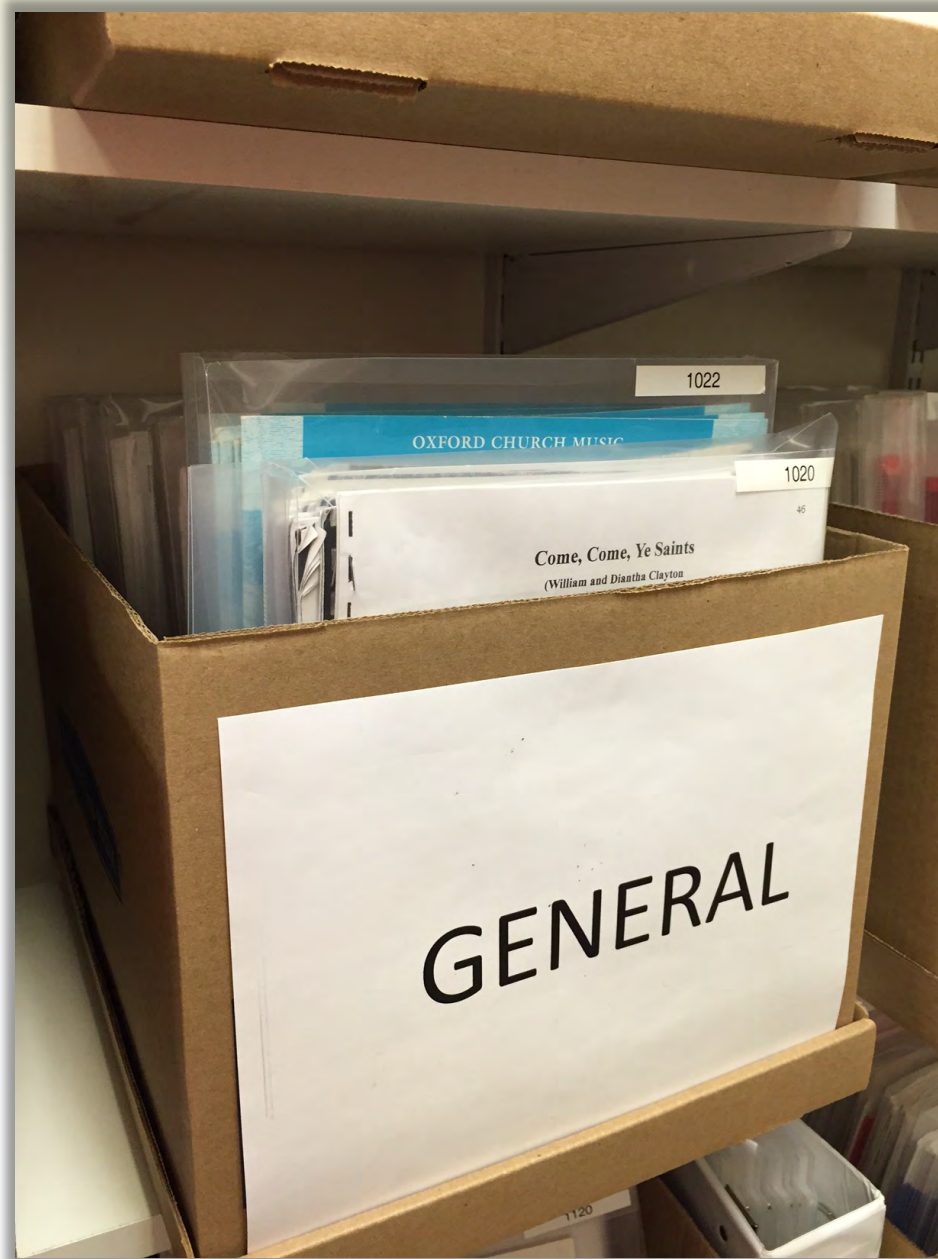
Organizing Existing Music

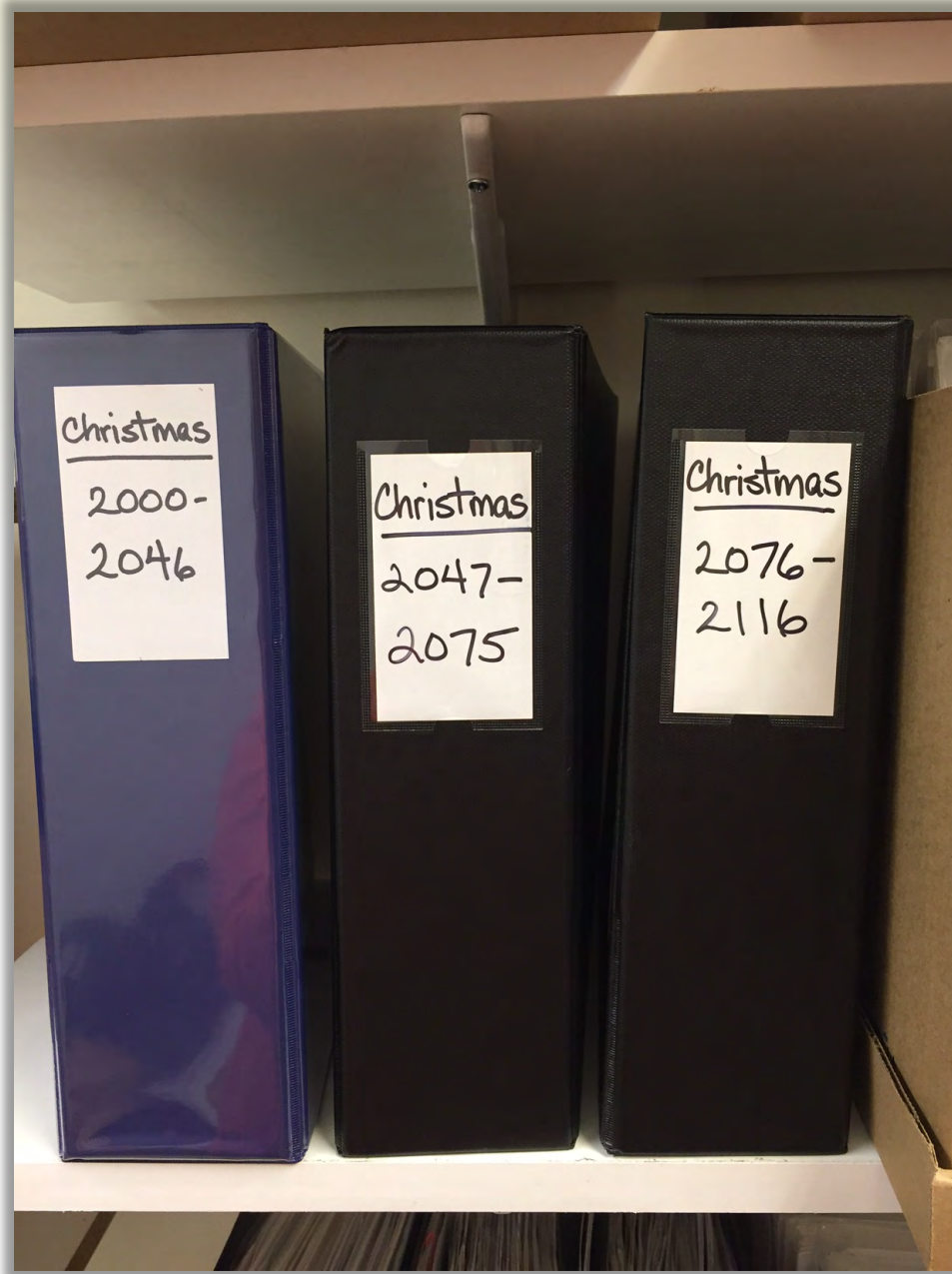
1. Establish a storage location somewhere in a stake unit building.
2. Gather everything you can locate into one place.
3. Label each individual piece per unit.
4. Place each piece in a holder for storage.
5. Create an inventory.

Find each piece a home

- Place each piece in some type of holder:
 - Envelope
 - Box
 - Folder
- Label the holder with the piece's name & inventory number.
- Store held, labeled pieces in a larger container.

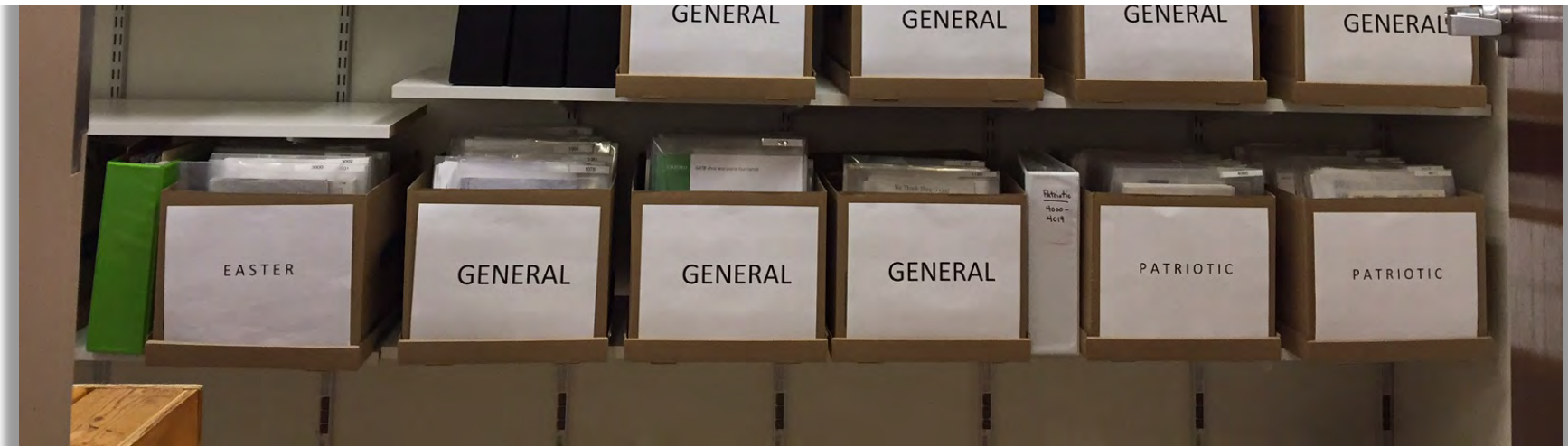








\$9,827



Inventory

- Establish a numbering system that makes sense.
- Describe piece. SATB? Two-part? For Children? Special occasion?
- Indicate composers & arrangers.
- Track copies in and out. Know where each one is.
- Track counts in and out.
- Price

History

- Who used this piece last?
- Was it performed? When and where?
- Notate director's copy.

Review Collection

- Binders hold 1 copy only of each piece.
- Sheet protectors help.
- **NOTHING LEAVES THE BINDER!!**
- Check out system

Share

- Post inventory file to stake web-site.
- Invite units to add to inventory, even if the copies remain with the unit.
- Establish – **AND USE** – a check-out system, (even for the stake music chairman.)

Inventory List (Excel)

Inventory ID	Title	Composer/Arranger	Description	Copies	Last Performed (date & by whom) see Sheet 2 History	Copies Checked Out/By Whom/Ward - Contact Info	Copies Returned & Date	Cost	Cost/ID/Catalog
	A Marvelous Work	W.W. Phelps, M-Lynn S. Lund	SATB Choir and Piano	63				\$1.60	#00844
	A Redeemer For All	T-Gerald N. Lund, M-Lynn S. Lund	Mixed Chorus (SATB) and Piano	23				\$1.15	#00523
	Abide With Me	Henry F. Lyte, William Henry Monk, A-Molly I. James	SATB Choir and Keyboard	19				\$1.85	BP1856
	Abide With Me	T-William H. Monk, M-Henry F. Lyte & Shawn H. Stringham, A-Lynn S. Lund	SATB Choir and Piano	29				\$1.25	#01860
	Amazing Grace	W-John Newton, A-Jay Althouse	SATB voices and piano*	7					©
	Amazing Grace			35					
	Amazing Grace	John Newton, Craig Courtney	SATB Choir and Keyboard	39				\$1.50	BP1709
	Arise, O God, And Shine	William Hurn, Charles Wesley, John Darwell, A-Mark Wilberg	Mixed Choir (SATB) and Organ*	29				\$1.75	98.258
	As Sisters In Zion & We'll Bring The World His Truth	W-Janice Kapp Perry & Michael R. Hicks, A-Michel R. Hicks	EFY Medley, Piano and Choir	34				\$1.99	
	As We Sustain Thy Servant	Melinda Wilson	SATB	17					©
	As Zion's Youth in Latter Days	W-Susan Evans McCloud, A-David A. Zabriskie	2-Part Chorus	0					green label ©
	Balm in Gilead	A-H.T. Burleigh	Negro Spiritual	7					©
	Be Still	Herb Frombach, Mary McDonald	SATB Choir and Piano	17				\$1.95	BP1902
	Be Still, My Soul	T-Katharina von Schlegel, M-Jean Sibelius, A-Andrew Hawryluk		58					Can share and modify
	Be Still My Soul	Katharina von Schlegel, Jean Sibelius, A-Linda Pratt	SAB	4					NC use permitted

Keeping track of music

- Don't allow music to leave the library without being checked out—even single pieces for review.
- Use numbered choir folders.
- Have singers sign in with contact info; assign each singer a numbered folder.
- Check off folders with correct amount of music returned.

Music Check-out Form

FAYETTEVILLE GEORGIA STAKE MUSIC CHECKOUT

NAME: _____

DATE: ___/___/___

WARD: _____

CONTACT INFO: _____

Catalog #

Music Title

Copies Borrowed Copies Returned

Expected Return Date: _____

Choir Sign-In Sheet

Choir Sign-In -- Patriotic Fireside 2016

Folder	Name	e-mail	Ward	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/2
1											
2											
3											
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Questions?

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Resources

- Smead 9x12 clear envelopes – Officesupply.com
- JAM 9-3/4 x 13 oversize envelopes: Walmart.com
- Office Depot Return Address Labels – Office Depot
- Bank Boxes – Walmart.com
- Choir Folders – Staples.com
- Inventory – Microsoft Excel
- Binders – Officesupply.com
- Universal Sheet Protectors – Officesupply.com

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an account of his stewardship,
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