

Theodore Front Musical Literature, Inc.

MUSIC SCORE APPROVAL PLANS

For European and North-American Music Scores

Scope - Coverage - Profile

Unique Features:

- One source for all European and North American music scores
- Extended coverage on the North American plan to include imprints from the UK and Pacific Rim areas (Appendix A)*
- Carefully curated European score plans (Appendix B)*
- Customized selection of composers to include in the plan (Appendix C)*
- Selection options for **diversified** composer listings, also for retrospective coverage, include: Women Composers, Black Composers, Canadian Composers, Latin American Composers and Asian and Asian American Composers
- Flexibility in selecting only specified publishers' imprints (see Section B-Profile)
- Annual updates of Pulitzer Prize, Grawemeyer and Grammy Awards winning composers and works
- Assistance with managing budgets, continuing collection development & maintenance
- Customized listings, indexed by instrumental category, score format and more
- **Cooperative plans:** We design, maintain and manage resource sharing plans to optimize group resources; some examples include the Ivy Plus and Ohio Link.
- WorldCat Vendor: MARC records and manifests provided through OCLC
- New issue notifications in MARC format
- E-scores / digital downloads
- **New:** Under-Represented Composers Plan
- **New:** Exclusive Plans for Non-Classical selections only : Jazz, Pop, Musical Theatre, World Music
- **New:** Emerging Composers recommendations

Scope

Theodore Front Musical Literature, Inc. has serviced blanket/approval plans for scores, audio-visual and monographic materials for nearly six decades. Our goal is to provide timely, complete and accurate information on newly released publications in these areas.

Our commitment to service and quality information and our understanding of the dynamic needs of music libraries through continuous feedback from our clients, have enabled us to create a fluid, dynamic interface and maintain a robust approach.

**Please email us to request PDFs of these Appendices and other specific composer listings.*

Blanket/approval plans can facilitate, enhance and streamline a library's collection development process by:

1. Providing newly available materials for immediate use by faculty and students as soon as they are published. Thus, the library's collection is automatically kept current and well stocked with the latest performance, research and study materials.
2. Saving the library valuable professional and clerical staff resources by minimizing the selection and verification processes usually undertaken by the acquisitions and order processing departments.
3. Facilitating the efficient distribution and use of purchasing resources. The initial budget allocation ensures that funds are reserved for acquiring scores within the profile parameters selected for the entire fiscal year. Monthly shipments provide a consistent flow of new materials that keep the collection relevant. Libraries can use deposit accounts and / or request periodic management reports to monitor the correct use of funds.

Budgets as small as \$2,500 and greater than \$60,000 have been accommodated.

The most compelling feature of a customized blanket/approval plan is that it is crafted to each library's specifications : you determine the broad outlines and establish the details for inclusions and exclusions that provide the best fit for the collection's current needs and future goals.

Smaller academic libraries and music libraries that lack a basic core collection may wish to explore retrospective collection building, alongside the establishment of an approval plan. Assistance with the accreditation process and renewal requirements according to NASM standards is available.

Section A - Coverage

1. Place of Publication

Our approval plans provide extensive and international coverage. For music scores, two general areas are usually selected:

The Americas (also includes Australia, New Zealand, Canada, Mexico).
Generally, imprints from the UK are included under North American coverage

Europe (please select countries for which coverage is desired):

Australia	Finland	Luxembourg	Romania
Austria	France	Netherlands	Russian Federation
Belgium	Japan	New Zealand	Slovakia
Czech Republic	Hungary	Norway	Spain
Denmark	Italy	Poland	Sweden
Germany	Lithuania	Portugal	Switzerland
			United Kingdom

For partial listings of publishers for the above two areas please consult Appendices A & B.

2. Imprint Date

Coverage usually begins with publications copyrighted in the year the blanket/approval plan is instated or renewed. When a formerly copyrighted work is released for the first time in the current year, it will be automatically included.

3. Series

Our service provides interfacing of blanket and standing orders to avoid duplication. All new volumes in series for which the library has a standing order established with our firm will be automatically excluded. For new series, the first volume is generally supplied to help determine whether a standing order is suitable for the library's collection. New volumes published in ongoing series will not ordinarily be included in the blanket/approval shipments unless specifically requested.

4. Areas of Special Interest

You can include lists of publishers, subjects, composers/authors and genres that are of special relevance to your collection – these will be covered comprehensively.

We have deliberately avoided categorizing composers by assigning arbitrary value to their work or to the historical/musical significance of their total output. It is our goal to keep the collection of each music library relevant to the institution's programs and constituents. Thus, we are happy to assist in the selection and building of a customized list of composers according to each library's specific needs.

We understand that all librarians have a vision for developing their music collection, based on meticulous study of the historical, current and future needs of faculty, students, performance organizations, and instructional centers using their library's resources. We are happy to assist with research and guidance to help realize these objectives.

We assist in defining our clients' approval profile specification by studying past purchasing patterns. Appendix C provides an extensive list of names to select from. Additional composers can be requested. Partial coverage of a composer's oeuvre can be accommodated upon request.

Section B - Profile

- 19th Century and Earlier Music
- Twentieth Century & Contemporary Music (see Appendix C)
- World Music Collection
- Jazz Charts, Transcriptions and Arrangements
- Musical Theatre
- Popular Music : includes rock & roll, popular & country western music, rap, composer/personality folios and fake books.
- Operatic & large choral works
 - Full Scores
 - Piano-Vocal Scores
 - Study/Miniature Scores

- Orchestral & Large Instrumental Ensemble Works:
 - Full Scores
 - Study/Miniature Scores
 - As available (many contemporary compositions are available in only one format)
- Instrumental / Vocal Ensembles (chamber works): Score and parts are generally provided for works requiring 9 players or less, as these are most frequently published and sold as a set.
 - With Keyboard
 - Without Keyboard
 - Works Including Voice
- Instrumental Solos (select all or individual categories listed):
 - Strings
 - Woodwinds
 - Brass
 - Percussion
 - Keyboards
 - Vocal Solos
 - Electronic Music - includes score and CD when available
 - Specific instrumental solos within the above categories can be excluded from coverage: organ, guitar, harp, etc.
- Other general format categories that can be included:
 - Facsimiles
 - Facsimiles of composer holographs

Formats and categories generally excluded are:

- a. Parts: choral and orchestral
 - b. Arrangements of original works unless done by well-known performers/composers
 - c. Methods / Instructional / Juvenilia
 - d. Volumes in collected works series
- Others can be excluded on request.

We have developed an alternative type of score selection for approval plans where all newly released materials from a group of publishers is provided. These selections can be further defined by score format or instrumental category.

Thus, your library may wish to acquire all newly issued titles by these publishers or others:

American Composers' Alliance	C.F. Peters	PSNY
Bärenreiter	Composers' Editions [PA]	Ricordi
Bill Holab Music [PA*]	Fennica Gehrman	Salabert
Boosey & Hawkes	Frog Peak	Schott
Breitkopf & Härtel	Furore	Subito Music
Canticle / EC Schirmer	G. Henle	(conventional publisher and PA)
Carl Fischer	Hal Leonard, G. Schirmer, AMP	Theodore Presser
		Universal

*A new publishing model has become increasingly prevalent in recent years, where contemporary composers either self-publish or work with publishing agents [PA] to represent the printing and distribution of their music, while maintaining copyright privileges.

Pricing and Discounts

If there is a price limit per volume over which you either do not wish to receive the work or would like it offered for selection, please specify. In general, a limit of \$150 per title assures that all important works are received.

Libraries participating in Theodore Front Musical Literature's blanket/approval plan for music scores receive a 10 percent discount off current retail list prices. The same service and discount are provided for items ordered individually from our Quote Slips or other emails.

Invoices and Shipping

All blanket/approval shipments are accompanied by multi-part long-form invoices, itemized and alphabetized, and are sent every three to four weeks. Alternative shipping schedules can be arranged. When optimal dollar amounts or number of titles not to be exceeded per invoice (shipment) are specified, these can be implemented.

Accounts signed up to receive MARC records through OCLC will receive a Manifest. MARC records can also be supplied directly when specially requested. Emailed copies of the invoice can be sent to various departments. A specific order number when designated for approval shipments will be quoted on all invoices. Generally, a separate account is established for the approval plan to facilitate reports, budget tracking, etc. Shipments can include bibliographic slips for each item, or the file can be emailed.

Returns

With careful monitoring of our clients' profile specifications and exacting selection processes, we have been able to maintain the lowest average returns in the industry.

Nevertheless, materials can be returned for any reason. We request that all returned items be unmarked, shipped with tracking information, and briefly state the reason it was rejected. This information will help us monitor our progress and modify future selections. Returns are allowed up to 6 months after invoice date; beyond that point, please write for permission. You may deduct the amount from an unpaid invoice, or request that we issue a credit memo upon receipt of the return.

New Title Quote Slip Service

Each month, Quote Slips announcing newly published materials are emailed either in Word or PDF formats. These files can be sorted by composer, instrumentation or genre. Each entry contains full bibliographic information [including OCLC numbers] and annotations to facilitate selection and ordering. Lists are available for music scores, books [also categorized by language] and CDs. Electronic samples are available upon request.

Note: The publishers and composers listed in Appendices A, B and C are not representative of every blanket/approval plan. Specific composers and publishers can be added or excluded from these lists according to each library's specifications.

Appendix A

American Publishers and others whose releases are commonly included in the approval plans for American imprints.

Appendix C

Twentieth-Century Composers represented in the American and European blanket/approval plans.

Appendix B

European publishers whose output is generally included in the approval plans for European imprints.

Appendix D

Continuing Music Series published in North America and Europe.

Worksheet and Preliminary Order Form

For details on the following categories, please refer to the respective sections in this guide.

When you are ready to order please print this page and mail it to the address below.

- **Area Coverage:**
 - The Americas
 - Include all except: _____
 - Europe
 - Include all except: _____
- **Imprint Date:**
 - Begin Coverage with all publications released after _____
 - Include all works copyrighted _____ and later
- **Series:**
 - Send the first volume for all new series
 - Include new volumes published in on-going series
- **Areas of special interest:**
 - See attached list
- **Profile:**
 - 19th Century and Earlier Music
 - 20th Century Classics
 - Avant-Garde Music
 - Ethnic Music Collection
 - Jazz Transcriptions and Arrangements
 - Musical Theatre
 - Popular Music
- **Format / Medium:**
 - Operatic and large choral works:
 - Full Scores
 - Piano/Vocal Scores
 - Study/Miniature Scores
 - Only when full score not available
 - Orchestral and large instrumental ensemble works:
 - Full Scores
 - Study/Miniature Scores
 - Only when full score not available
 - Instrumental/vocal ensembles (chamber works):
 - With Keyboard
 - Without Keyboard
 - Works Including Voice
 - Other specifications: _____
 - Instrumental Solos:
 - Strings
 - Woodwinds
 - Brass
 - Percussion
 - Keyboards
 - Exclusions: _____
 - Vocal Solos: _____
 - Electronic Music
 - All except: _____

- **Please also include:**
 - Facsimilies
 - Facsimiles of Composer Holographs
 - Parts:
 - Orchestral
 - Choral
 - Arrangements
 - Methods / Instructional for the following instrumental / vocal categories:

 - Volumes in Collected Works Series
- **Within the above guidelines, please select only titles published by:**
 - American Composers Alliance
 - Bärenreiter
 - Boosey & Hawkes
 - Breitkopf & Härtel
 - Chester
 - C. F. Peters
 - Frog Peak
 - G. Henle
 - G. Schirmer
 - Schott
 - Subito Music
 - Theodore Presser
 - Universal Edition
 - Others: _____
- **Within the above guidelines, please exclude titles published by:**



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