

BOOK APPROVAL PLANS

[Music Monographs]

Area of Coverage

1. English Language Books

Please indicate coverage of one or all publication types below:

- Large Trade Publishers
- University Presses
- Small Independent Publishers

2. Foreign Language Books

Please indicate language preferences:

- Include monographs published in all Indo-European languages, as well as Turkish, Finnish, Hungarian
 - Exclude monographs in the following languages
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3. Subject Coverage

Based on the curriculum supported by your library, certain subject categories can be requested or excluded. Here is a list of the ones most frequently discussed:

- Theoretical Treatises
- Medieval and Early Music
- Operatic and Vocal [excludes biographies & treatises]
- Ethnomusicology
- Music Education
 - Historical Method Books
- Jazz
- Popular Music
- Biographies
- Music Theory & Composition
- Recording Technology
- Music Industry
- Research & Bibliography
- Music History & Literature
- Musical Instruments
- Cultural Studies
- Electronic Music

When subject areas are selected, these are always applied first and serve as limiting factors: i.e. if your subjects exclude ethnomusicology books, all such titles printed by publishers selected for coverage will be excluded.

4. Format Preferences

- Hardcover
- Paperback

Some unique features offered by Theodore Front Musical Literature:

- * Profile parameters highly customized to suit the needs of faculty / students and support the music programs
- * Expert advice on managing budgets, retrospective collection development and maintenance
- * Cost savings realized with full return privileges
- * WorldCat Vendor : MARC records and manifests provided through OCLC
- * NEW : new issue emails in MARC format to assist with PDA / DDA requirements
- * Out of print search and fulfillment services

Scope

Theodore Front Musical Literature, Inc. has been servicing blanket/approval plans for books, scores, audio-visual materials for more than four decades. Our goal is to provide timely, complete and accurate information on newly issued/released publications in each of the three general areas mentioned above.

Our commitment to service and quality information, the understanding of the dynamic needs of music libraries today, along with continuous feedback from our clients have enabled us to modify and improve the profiles of our blanket/approval plans and maintain a very robust approach. Many such changes were initiated by suggestions and requests from you and your colleagues.

Blanket/approval orders can facilitate, enhance and streamline a library's collection development process in several ways:

They provide 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 research and study materials.

They save the library valuable professional and clerical staff resources by eliminating the timely selection and verification processes usually undertaken by the acquisitions/serials/order departments to maintain the collection's development.

They facilitate the efficient distribution and use of purchasing resources. The initial budget allocation insures that certain funds are reserved for the acquisition of current titles throughout the year. A continuous, constant flow of materials is provided monthly. Periodic management reports monitor and secure the correct use of funds. Libraries can also use deposit accounts.

Budgets as small as \$2,500 and greater than \$60,000 have been accommodated. The most significant feature of a customized blanket/approval plan is that it is individually tailored to each Library's profile: 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.

Publishers and Series

- o [U.S. Book Publishers](#)
- o [European Book Publishers](#)

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. We have found that a limit of \$150 per title assures that all important books are received.

Libraries participating in Theodore Front Musical Literature's blanket/approval plan for music scores or monographs receive a 10 percent discount off current retail list prices. The same discounts apply to firm orders placed for individual items selected from our website or monthly announcements.

Invoicing 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. Should an alternative shipping schedule be preferred, we will readily comply with such specifications. When an optimal dollar amount or number of titles not to be exceeded per invoice (shipment) are specified, they can be implemented.

Accounts signed up to receive MARC records through OCLC will also receive a Manifest. When a special order number is designated for the approval plan, it will be quoted on all invoices. Generally, unless otherwise requested, a separate account number is assigned to approval shipments to facilitate reports, budget tracking and more. The shipments can include bibliographic slips for each item, or the file can be forwarded electronically.

Returns

Materials will be accepted for returns for any reason, as even with a carefully designed plan, some items will be found unsuitable for the collection. 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 allow us to issue a credit memo if you prefer.

Over the past few decades the percentage of returns we have experienced has been one of the lowest in the industry. This is indicative of our scrupulous selection processes and the discriminating standards applied in accordance with our clients' customized guidelines.

Unique Service Enhancements

As a shipment is prepared, e-files containing bibliographic information for each item ready to be sent, similar to abbreviated MARC records, can be forwarded to the music librarian. This helps prepare the library staff to complete the cataloging process.

Our firm is a participant in the Cataloging Partners / WorldCat programs managed by OCLC. Subscribing libraries can request MARC files of catalogued entries for the titles invoiced and received to facilitate internal processing. Furthermore, all invoiced entries also provide OCLC numbers to allow for copy-cataloging should a library not have a direct subscription arrangement. Further details can be provided upon request.

Each month, Quote Slips announcing newly published materials are emailed in a variety of formats: word document, pdf, MARC. The entries contain full bibliographic information [including OCLC numbers] and annotations to facilitate selection and ordering. These lists are also available for music scores and CDs/LPs/DVDs.



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