

MUSIC SCORE APPROVAL PLANS

For European and American Music Scores

Scope * Coverage * Profile

Special Procedures

Unique Enhancements

Some unique features offered by Theodore Front Musical Literature:

- * 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)
- * Flexibility in selecting only specified publishers' imprints (Section B)
- * Customized selection of composers to include in the plan and option to receive partial coverage of a composer's works (see Appendix C)
- * Suggested list, updated yearly, of Pulitzer Prize and Grawemeyer Award winning composers and works
- * Option to define profile specific score formats, instrumentation and more
- * Retrospective coverage for specified composers
- * Attractive discounts
- * Assistance with managing budgets, continuing collection development & maintenance
- * Search and fulfillment of unavailable titles
- * Customized listings, indexed by instrumental category, score format and more
- * Cooperative plans : set-up maintenance and management : includes Ohio Link, Borrow Direct, etc.
- * WorldCat Vendor : MARC records and manifests provided through OCLC
- * Digital Downloads
- * NEW : new issue notifications in MARC format

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 monograph and serial acquisitions 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.

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. For such cases, we have developed recommended listings of scores in various categories, following the guidelines of the Music Library Association, as outlined in the most recent edition of the Basic Music Library reference volume. Assistance with the accreditation process / renewal according to NASM standards is available.

Coverage - Section A

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) : upon request, imprints from UK are included under the North American coverage
- Europe (please select countries for which coverage is desired):

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

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 automatically be 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 you determine whether a standing order is suitable for the collection. New volumes published in on-going series will not ordinarily be included in the blanket/approval shipments unless specifically requested.

4. Areas of Special Interest

We invite you to include a list of publishers, subjects, composers/authors and genres that are of special importance to your collection's development for which you may want comprehensive coverage where the general guidelines do not apply.

We have deliberately avoided categorizing composers according to arbitrary value judgments assigned to their work or to the historical/musical significance of their total output. We consider that such categories are not only inflexible and limiting, but also predicate how music libraries should build their collections. We seek to respect and support the individuality of each music collection.

We understand that all librarians have a goal and vision for developing their music collection, based on carefully selected criteria and finely tuned to the profile of their institution: faculty, students, performance organizations, and instructional centers using their library's resources. We are happy to work with our clients and provide the needed guidance to help realize their objectives.

We encourage and assist our clients to customize their approval plan by selecting composers and publishers they wish to see represented in their collections. Appendix C provides an extensive list of names most commonly selected by our clients. Additional composers can be requested. When only a representative selection of a composer's oeuvre is needed, libraries can request such partial coverage by marking "S" following the composer's name.

Profile- Section B

- 19th Century and Earlier Music
- Twentieth Century & Contemporary Music (see Appendix C)
- Ethnic Music Collection
- Jazz Charts, Transcriptions and Arrangements
- Popular Music includes rock & roll, popular & country western music, rap, Broadway musicals, composer/personality folios and fake books.
Within the first two categories listed above, selection of coverage can be further narrowed down according to score format or medium:
- 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
 - Ozalid reproductions
 - Facsimiles of composer holographs

Formats and categories generally excluded are:

 - a. Parts: choral and orchestral
 - b. Arrangements or 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 selecting music scores for a blanket/approval plan that includes all the output of a particular publisher, regardless of genre or format. Thus, your library may wish to acquire all newly issued publications of:

 - C. F. Peters
 - American Composers' Alliance
 - Theodore Presser
 - Frog Peak
 - G. Henle
 - Boosey & Hawkes
 - Baerenreiter
 - Breitkopf & Härtel
 - Ricordi
 - Salabert
 - Hal Leonard, G. Schirmer, AMP
 - Furore
 - Clarnan

A new publishing model has become increasingly popular in recent years, where contemporary composers select to provide imprints of their own works or work with publishing agents to represent the printing and distribution of their music, while maintaining full copyright privileges.

Along with this model, many works by these composers are also made available as digital downloads at a reduced cost.

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 \$100 to \$125 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 is provided to subscribing accounts for items ordered individually from our Quote Slips.

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 devised plan, it is impossible to predict what is not desired in a 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.

New Title Quote Slip Service

Each month, Quote Slips announcing newly published materials are emailed in a variety of formats: word document, pdf, word / pdf categorized. The special categories are instrumental or general subject [contemporary classical, jazz, ethno, popular]. The entries contain full bibliographic information [including OCLC numbers] and annotations to facilitate selection and ordering. These lists are available for music scores, books [also categorized by language], CDs.

Quote Slip			
Albeniz, Isaac,	1860-1909.	\$18.00	
Music Of Albeniz, Vol. 1 : For Solo Guitar / arranged by David Russell.			
Saint-Romuald: Doberman-Yppan			
c2015	32 p.	30 cm.	
Ed. #/ISBN	9782895037064		
This volume contains selections from Suite Española, Op. 47: Granada -- Cataluña -- Sevilla -- Cadiz -- Asturias -- Cuba. With a note about the arranger.			
THEODORE FRONT MUSICAL LITERATURE, INC.			
26362 Ruether Avenue, Santa Clarita, CA 91350-2990			
Tel. (661) 250-7189; Fax (661) 250-7195			

Quote Slip			
Basha, Mohamed Saad,	1972-	\$41.00	
El-Metfarnageen : For Marimba, Violin, Viola, Cello and Piano (2009)			
Mainz	Schott		
c2013	1 score (24 p.) + 5 parts (12, 8, 7, 6, 3 p.)	: 30 cm.	
Ed. #/ISBN	9790001193252		
In one movement. With a preface in English, German and Arabic. Commissioned by Biblioteca Alexandrina. Premiered by the Biblioteca Alexandrina Contemporary Music Ensemble, April 2009. Of advanced difficulty. Duration ca. 7 minutes.			
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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 Music
 - Ethnic Music Collection
 - Jazz Transcriptions and Arrangements
 - 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:**
 - Facsimiles

- Ozalid Reproductions
- 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:**
 - Dover
 - Henle
 - Masters Music / Well-Tempered Press
 - Breitkopf & Haertel Editions
 - Olschki
 - Baerenreiter
 - C. F. Peters
 - Others: _____
- **Within the above guidelines, please exclude titles published by:** _____

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