

## BRIEF GUIDE TO ACCESSING SHEET MUSIC AND ORCHESTRATIONS FROM THE HOGAN JAZZ ARCHIVE

The vast majority of sheet music in the Hogan Jazz Archive is only accessible by consulting a print card catalog organized by title. Filling out call slips completely and accurately allows us to retrieve requests from our interior stacks storage area as quickly as possible. Your first request must include your full contact information, for subsequent requests on the same day, you only need to put your name plus the descriptive information for the title. The collection is essentially broken into three main sequences where physical storage and access are concerned. A General Alphabetical Sequence, the John Robichaux Performance Library Alphabetical Sequence and a sequence organized by Box and folder numbers. Always feel free to consult a staff member if you are unsure of how to complete your call slip.

Here are a few guidelines and examples of call slips for sheet music and orchestrations. First, note if there is a box and folder listed on the catalog card, if so, it will be in the numbered box sequence, even if it is marked with a collection name (Robichaux, Maxwell, etc.) and the Box and folder number should be written in the call number box (see below left.) Titles without a box/folder number will fall either in the general sequence or the Robichaux alphabetical sequence. If a card is marked with a Robichaux Collection designation, write Robichaux in the call number box and then complete the title and author fields on the card (see below right.) Titles without the Robichaux designation or a Box and folder number will fall into the general alphabetical sequence, so only the title and author fields are needed.

CALL NUMBER (or FILM or SUDOCS No.)	WRITE LEGIBLY	DATE
Box 271, Folder 6	AUTHOR Lionel Hampton	00/00/0000
	TITLE Midnight Sun	
NAME Jane Doe		
ADDRESS 123 First St. Anytown, USA		
SCHOOL Tulane University		
ID No. 012345	TELEPHONE (555) 555-5555	
HOWARD-TILTON MEMORIAL LIBRARY		

CALL NUMBER (or FILM or SUDOCS No.)	WRITE LEGIBLY	DATE
ROBICHAUX ORK	AUTHOR Bixie Clickman	00/00/0000
	TITLE Oh Those Blues	
NAME John Doe		
ADDRESS 123 Main St. Anytown, USA		
SCHOOL Tulane University		
ID No. 012345	TELEPHONE (555) 555-5555	
HOWARD-TILTON MEMORIAL LIBRARY		

### SEE References

Sometimes, you will find a See reference to another piece in order to locate the title that you are interested in. This is common for orchestrations that have another titled printed on the reverse as well as for items published in folios and larger works. (See Below) Although it is an added step, it is important to consult the card catalog for that SEE reference title prior to filling out the call slip since it may well have a box and folder number, or in rare instances, an additional see reference.

CALL NUMBER (or FILM or SUDOCs No.)	WRITE LEGIBLY	DATE
SEE: Armstrong, Louis. Vol. 1 leads Master Series		00/00/0000
	AUTHOR	Lillian Hardin Armstrong
	TITLE	Struttin' with some Barbeque
NAME	Jay Doe	
ADDRESS	123 Anywhere Ave. Hometown, USA	
SCHOOL	Tulane University	
ID No.	012345	TELEPHONE (555) 555-5555
HOWARD-TILTON MEMORIAL LIBRARY		

### Sheet Music visible in the Howard-Tilton Memorial Library's catalog

Although a small portion of our sheet music was cataloged and visible in the online catalog, the collection has since been moved to a different building and storage system. Many of the online catalog records have an outmoded drawer and folder sequence in the online catalog record, so it is necessary to check the physical card catalog for the correct box and folder number prior to finalizing the call slip.

### Online finding aids and digital collections

The John Robichaux Performance Library has a searchable finding aid as well as traditional catalog cards. The vast majority of this collection are full orchestrations, and the time and parts available for the pieces, as well as cross references and box and folder numbers are included on the finding aid. If you are predominantly interested in orchestrations from the late 19<sup>th</sup> and early 20<sup>th</sup> century, you might find it helpful to work from the Robichaux finding aid rather than the card catalog. There are also Archon finding aids for the Maxwell, Blackmar and Tosso sheet music collections. The Louisiana Sheet Music Collection has been digitized and is available online via the Tulane Digital Library. You are able to search this collection and download PDFs of the pieces, high resolution TIFF files are retained by digital services and publishing, and are available upon request at no charge.

### Duplication Requests

Patrons are allowed to take flash free photos of sheet music with their own device at no charge. Photocopies and low resolution pdf scans are completed by Hogan Jazz Archive Staff and are available for a modest fee. High resolution scans of individual pieces incur our scanning fee of \$20.00. Please note, as we are a research facility and not a repertoire building agency, we provide a maximum of ten full orchestrations per patron per annum. Patrons must fill out and sign a duplications invoice and indemnity agreement for all copies and scans requested.