

**National Association of Schools of Music**

**SELF-STUDY**

**in the Standard Format  
Presented for consideration by the  
NASM Commission on Accreditation**

by

Northwestern State University of Louisiana  
School of Creative and Performing Arts  
CAPA, Rm. 110, Natchitoches, LA 71497-0003  
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<http://www.nsula.edu/capa/music/default.asp>

**Degrees Submitted for Renewal of Final Approval**

**Bachelor of Music in Performance  
Bachelor of Music Education  
Master of Music, Major in Music Education**

**The data submitted herewith are certified correct to the best of my knowledge and belief.**

\_\_\_\_\_  
(Date)

J. Mark Thompson, Professor  
(Name and Title of Reporting Officer)

\_\_\_\_\_  
(Signature of Reporting Officer)

## Safety and Security

The majority of problems in this area could be solved with a greater level of awareness among the faculty regarding safety and security issues. A “safety” section exists in the CAPA Faculty Handbook, but it does not address issues specific to the School. A written policy concerning the responsibilities of Music Area faculty in issues of safety and security might be helpful. Both the Music Coordinator and CAPA Director (DELETE) issue many e-mail reminders (DELETE) concerning safety and security, and will continue to make this a priority.

## **G. Library and Learning Resources**

### 1. Governance and Administration

Northwestern State University provides library resources through three academic libraries: the Eugene P. Watson Memorial Library (heretofore referred to as “Watson Library”) at the main Natchitoches campus, the Shreveport Nursing Library at the Nursing Education Center in Shreveport, and the Leesville-Fort Polk Library at the campus in Leesville. There is a multimedia music lab and library (heretofore referred to as MML) located in room 319, Old Wing, at the School of Creative and Performing Arts in Natchitoches. This collection includes audio-visual resources and additional materials conveniently located to serve the faculty and students of the Music Area. For the purpose of clarity, Watson Library resources will be described in the first portion of this narrative, followed by a description of the materials located in the MML.

The Music library is part of the general collection at Watson Library, operated and serviced by the entire library faculty. Northwestern’s library system is under the overall responsibility of the Northwestern Director of Libraries.

There is a designated librarian from the Watson Library administration who has responsibility for maintenance of and acquisitions for the entire School of Creative and Performing Arts (heretofore referred to as CAPA) collection. A faculty liaison to the library from the Music Area has been appointed for the 2007-2008 academic year and will continue to maintain coordination between the library staff and the Music faculty.

The Music library is considered an integral part of the Music program. A recent Self-Study survey of the Music faculty indicates that each member is familiar with the Music holdings at Watson library. Half of the respondents indicated that they regularly utilize Watson library for their research needs and all of them indicated that they require their students to consult the library. One month into the fall 2007 semester, 63% of the responding Music faculty has visited the Watson Library this semester.

## 2. Collections and Development

### a. Watson Library

Northwestern State University belongs to the Louisiana Library Network (LOUIS), which combines the resources of Louisiana's public and academic libraries and their centralized support staff to produce a dynamic library consortium which provide services to members. LOUIS was established in 1992 by the Louisiana Board of Regents and now has 47 members, providing services to over 250,000 students, faculty, and staff.<sup>1</sup> Membership in LOUIS affords NSU the opportunity to utilize shared electronic resources and to access the online library catalogs of fellow member institutions. An efficient Interlibrary Loan System can be accessed online to facilitate the easy interchange of library materials among faculty and students of member institutions.

The Music collection in Watson library is selected to meet the needs of general students, Music majors, and the Music faculty. Needs of both graduate and undergraduate students are accommodated. Current Music holdings in Watson Library include 6161 books and scores, and a collection of audio CDs, audiocassettes, videocassettes, DVDs, and CD-ROMs. Through print and electronic sources, NSU Music faculty and students have access to 109 music periodicals and journals. *The Music Index* and *Music Article Guide* are in the reference section, as are additional primarily English language music reference works, including the *New Grove Dictionary of Music and Musicians* (29 volumes) and other scholarly encyclopedias. Specialized resources are available in numerous areas, including opera, art song, symphonic music, chamber music, folk music, country music, jazz, ethnomusicology, and music education. Students and faculty can access the online library catalogue at computer stations in the library or from internet-connected sources.

One of the challenges to easy access of Music holdings in Watson Library is the physical distance of the library from CAPA. This is especially critical in the separation of the great majority of CD and DVD holdings in the MML from most of the music scores in Watson Library. A solution would be the expansion of the MML to accommodate all of the music scores in addition to a small selection of basic reference items. The primary obstacles to this solution are the lack of a professional Music librarian to maintain the collection and the lack of space to house both scores and recordings.

On a recent survey, several Music faculty members indicated the desire for additional online reference materials, such as *Grove Music Online*, *RILM Abstracts of*

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<sup>1</sup> From LOUIS Information Brochure, 2007.

*Music Literature* and *the Music Index Online*. These are serial items and would require a yearly subscription. Recommendations for subscriptions to these items by LOUIS are more appropriate and have been made. The purchase and subscription to Grove Music Online is being considered for LOUIS institutions for 2008.

The following systematic policy affords faculty consultation for purchases of new library materials: students, faculty, and librarians recommend titles for library purchase. Music faculty members are asked to suggest titles needed for their teaching and research areas. These suggestions are given directly to the library liaison and submitted for purchase, if funding is available. The designated CAPA librarian and the Director of Library Services at Watson Library receive information about new scholarly publications. Lists of new releases are forwarded to the Music Area and the Music faculty is consulted about purchasing these books. If funding is unavailable for requested purchases, the requests are held by the CAPA liaison at Watson Library until funds become available and the materials can be purchased.

It has been recommended that a student committee, representing undergraduate and graduate Music programs, be selected to enable students to participate more effectively in the acquisitions process. This has not yet been put into place. However, students may request items to be purchased for the Watson Library via an online Request for Purchase Form.

The Natchitoches Parish Library is located approximately one and one-half miles from the NSU campus. Although this library has some holdings in the Music Area, Northwestern's students make little use of this collection due to the stronger holdings in Watson Library and the MML, especially since the public library collection is of a general interest, non-professional nature.

b. The Music Multimedia Lab (Old Fine Arts, Rm. 319)

The Music Multimedia Lab (MML) is located in room 319 of the School of Creative and Performing Arts Complex. This computer lab and listening facility opened in 1996 with the primary purpose of providing current technology and resources to students and faculty in the fine arts disciplines. The MML is not part of the NSU Library system, but is administered by students and faculty members in the Music Area. All purchases for this location are made from CAPA funds and grants.

The Music Multimedia Lab houses a hybrid computer lab of 10 Mac and 14 PC workstations. A \$73,000 Student Technology Special Initiative Grant, awarded in Fall 2006, helped replace 22 of these workstations and provided updates to outdated software. An additional workgroup printer and three scanners were also added. Several discipline-specific software packages are available:

Composition: Finale 2006 (to be updated to 2008 this fall) [all 24 machines], Sibelius [1 PC]

Theory & Ear Training: Practica Musica [all 24 machines], MiBAC Music Lessons I & II [PCs]

Audio Editing: Logic Pro [2 Mac G5s], Logic Express [8 Mac Pros], Magix Samplitude 9 Master [6 PCs], Cakewalk SONAR Home Studio 6 XL [6 PCs], Pro Tools LE 7.3 (see below)

Video Editing: Final Cut Studio [2 Mac G5s]

Marching Band Drill Design: Pyware 3D Basic [6 PCs]

A portion of a \$186,000 Board of Regents Support Fund Grant awarded in Spring 2007 brought 8 Pro Tools Mbox 2 Mini modules (bundled with Pro Tools LE 7.3 software) to the Mac Pros and 2 high-end Pro Tools 003 Factory systems (with Pro Tools LE 7.3 software) to the Mac G5s. All machines have Microsoft Office and web browsers. Two of the three machines with scanners (1 Mac and 1 PC) have a full version of Adobe Acrobat 8.0.

The location of the MML allows for excellent access by faculty and students. The facility is operated (DELETE) by graduate and undergraduate students who monitor the use of computers and media resources and provide assistance, when necessary. These students are under the supervision of Mr. Tony Smith, who also serves as Music Coordinator. The hours of operation vary from semester to semester, but the MML is open approximately 45 hours per week, during both day and evening hours. A catalog of media resources in the MML is maintained to allow for location of materials. Many Music faculty members utilize the extensive multi-media collection in classes. Additional materials are purchased with student technology funds through grants, and \$250 per month during each academic year is earmarked from CAPA's "Music Lab" fees to order new materials, such as CD's, DVD's, and other software for the MML.

The current MML holdings include:

Audio CDs:	1200
Video Laser Discs:	198
DVDs:	60
Videotapes:	246 (some are shared with the Art Lab)
CD-ROMs:	50

### 3. Personnel

The Music collection in Watson Library is maintained by the Watson Library faculty, all of whom have at least master's degrees in library and information science. There are six librarians and one archivist on staff for the 2007-2008 academic year. Although a specialized Music librarian is desirable, the size of the Music Area and the University budget are not large enough to accommodate this need. The reference librarians at Watson Library provide requested research assistance to students and faculty.

### 4. Services

Watson Library maintains 80 service hours per week (open every day with varying hours) during the fall and spring semesters. Hours are extended during peak library use periods, such as the week of final examinations. Between sessions, Watson Library is open from 8 a.m. to 4 p. m. Some holiday hours are also maintained. The computer lab at Watson library maintains 76.5 services hours per week. During all hours of operation, a reference librarian is available to assist students; trained staff members provide assistance at the circulation/reserve desk and in the media/serials division.

Students are encouraged to attend library tours and orientations at the beginning of each semester. Guided and self-guided tours are available for students throughout the semester. Specialized instruction sessions can be customized for specific course assignments, and sessions focusing on specific research skills or the use of electronic resources are available. Several music faculty members take their students to Watson Library for demonstrations. Online library tutorials, such as TILT and EBSCOhost Search Guides are also available to students.

Music students are encouraged to use the computers in the MML and special courses in a variety of music software are available.

As previously mentioned, membership in the LOUIS network and the Interlibrary Loan network facilitate ongoing access to the holdings of other institutions. These may be accessed online from any computer terminal, on or off-campus. There are many computers available for students' use in Watson Library and in the MML.

Northwestern State University participates in LALINC, the Louisiana Academic Library Information Network Consortium. Students and faculty members can obtain a LALINC card that provides borrowing privileges at other Louisiana academic libraries. A list of participating libraries is available on the NSU library website.

Students and faculty have convenient, 24-hour online access to library catalog and electronic online resources through JSTOR and other online sources. Half of the music faculty members surveyed utilize JSTOR as a research tool.

## 5. Facilities

Watson Library is an attractive, well-maintained three-story facility accessible to persons with disabilities. Specialized equipment is readily available to students and faculty, including a Kurzweil Reader for use by visually-impaired patrons. Microfilm and microfiche readers are available in various areas of the library to support resources in those formats. Equipment necessary to access other holdings in non-print media is also provided, including filmstrip projectors, slide projectors, DVD and CD players, and laser disk players. The MML also has these items available for use and check-out.

Computer terminals located throughout Watson Library provide easy access to the library catalogue and bibliographic databases. Students are encouraged to use these computers for word processing, research, and email. Music students can use computers in the conveniently- located MML. Computers in the MML are equipped with connections to musical keyboards and music programs. (See previous section for complete description.)

The lobby of the Fine Arts building in CAPA is equipped with wireless internet. This facilitates easy internet access to students with personal laptop computers.

Music books, collected editions, periodicals, videotapes, DVDs, scores, and some recordings are located on the second floor of Watson Library. Printed formats are housed in the open stacks; current periodicals are located on open shelves in the media/serials division. Respective periodicals are either bound and in the stacks or on microfilm in the Media/Serials division. Some periodicals are accessed online. Multimedia resources are services from the Media Center in the Media/Serials division.

The combined print and media music collections of the Watson Library and the MML provide adequate resources for the support of NSU faculty, students, and curriculum offerings. It has been noted that the relocation of music scores and some reference materials from Watson Library to the MML would facilitate their use by Music students and faculty. However, adequate space and personnel prevent this at this time.

## 6. Finances

Library funds are allocated to academic departments by a formula that takes into account the relative cost of books in each discipline, as well as the amount budgeted to each department by the University. That figure represents a number of variables, such as presence or absence of a graduate program, the number of students in a department, and the number of courses taught within a department. The collection development librarian is responsible for computing the allocations on a yearly basis, and the liaison librarian informs the corresponding academic departments of resulting fund allocations. Allocations are managed by the collection development librarian. Northwestern's

Director of Libraries is ultimately responsible for all budgetary decisions in the NSU library system.

The annual NSU library budget allocations are for the entire School of Creative and Performing Arts (CAPA) and include the Music, Fine/Graphic Arts, and Theatre/Dance Areas. Allocations for each specific area change from year to year and depend on the materials requested and the discretion of the CAPA director.

	FY 2005-06	FY 2006-07	FY 2007-08
Budget Allocations for CAPA	\$3,367.13	\$5,990.19	\$0.00
Budget Expenditures for CAPA	\$4,519.12	\$6,091.25	\$0.00
Budget Expenditures for Music	\$1,507.60	\$2,958.63	\$0.00

The tables listed above include budget allocations and expenditures for FY 2005-2006, FY 2006-2007, and FY 2007-8 for Watson Library. Obviously, no allocation has been made for books/materials purchases for CAPA for FY 2007-8. Nor has any other academic department at NSU received such an allocation. The reason for this, as clearly stated by the NSU Director of Libraries, is that the NSU Library System is operating, for FY 2007-8, on a practically nonexistent budget, being allocated funds only for salaries (minus 4 unfilled positions desperately needed for Watson Library to continue to provide adequate services,) operating funds, supplies, travel (a small amount), academic output (databases), and \$375,000 for renewal of serials. But not one cent has been allocated for purchase of books, DVD's, or other such educational materials. Clearly this is an unacceptable state of affairs for which the NSU administration should be held accountable during the March 08 reaccreditation visit.

Items purchased with Watson Library funds, when such monies are available, are housed, catalogued, and maintained in Watson Library. Items purchased with CAPA funds, discretionary music funds, or specific music grants, are housed, catalogued, and maintained in the Music Multimedia Lab.

## 7. Addenda

- a. NSU Music Faculty Library Survey
- b. NSU Music Journal List
- c. Music Resource List
- d. List of New Books at Watson Library