

Chapter 4: The Library Modules

The Music Library offers nine different music libraries geared toward specific groups or musicians. These libraries include:

- The Choral Music Library
- The Organ Recording Music Library
- The Organist Music Library
- The Performer Music Library
- The Band Music Library
- The Church Music Library
- The Orchestra Music Library
- The Recording Music Library
- The Singer Music Library

Except where noted, the following instructions apply to all of the library modules.

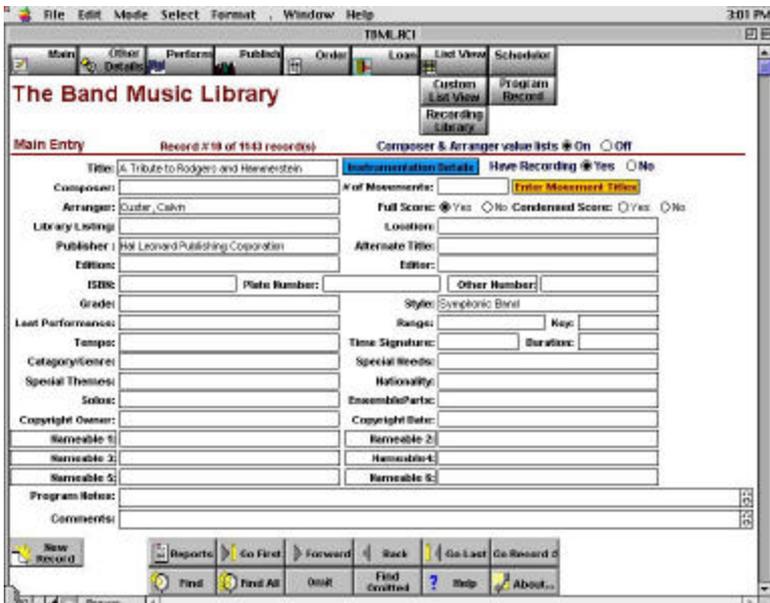
Library Windows

Each library opens into a main window that displays basic information about the current record, such as title, composer, copyright date, etc.

At the top of the screen, a series of buttons allows you to access additional windows that provide extra information or views. The following windows are available:

- **Other Details** lets you catalogue recording and composer data. This window offers a field for storing midi files that you can play from within the Music Library.
- **Perform** lets you track when and where a piece is performed.
- **Publish** lets you record details about publications, including their cost. The “Cost of inventory” field automatically tallies the value of your collection.

- **Order** lets you track purchase orders and offers a preset vendor list that you can customize as needed.
- **Loan** lets you keep track of who has borrowed music and how to contact them.
- **Scheduler** lets you list upcoming events and produce a monthly event report.
- **Program Record** lets you create recital/performance notes.
- **Recording Library** lets you catalogue your recording collection.
- **List View** lets you see all of your records in one of five preset list layouts.
- **Complete List View** (Recording and Organ Recording Music Libraries only) lets you see a list view of all available fields.
- **Custom List View** lets you create a customized list view of all your records



NOTE: The Recording Music Library and the Organ Recording Music Library do not offer all of the above windows.

NOTE: The Church Music Library also features a Members window. The Members feature is a separate program in the other modules. See *Chapter 6* for more information about this feature.

Entering Movement Titles

This feature allows you to enter up to 10 movements for each piece. If you need to add more movements, you can list them in the Movement Notes field.

To enter movement titles:

Click on the yellow Enter Movement Titles button on the main library window.

Instrumentation Details

The Band, Orchestra and Performer Music Libraries let you record instrumentation for each piece in your database. The following instrumentation setups are available:

- Band (TBML and TPML)
- Orchestra (TBML and TOrML)
- Jazz Band (TBML and TPML)
- Percussion (TBML and TPML)
- Steel Drum (TBML and TPML)
- Mariachi (TBML and TPML)
- Combo/blank fields (TPML)

To enter instrumentation details:

1. Click on the blue Instrumentation Details button on the main library window.

2. Select the combination you want to describe (e.g. Jazz Details, Percussion Details, etc.) from the buttons at the top of the window (TBML and TPML only).
3. Click on the New Record button.
4. In the portal on the right side of the window, select the piece of music you want to describe.
5. Using the checkboxes, select the instruments for which you have scores.
6. On the lines in front of the checkboxes, enter the number of scores you have.

Audio Files

You can paste midi files into your library databases. You can also play these files from within the databases by double-clicking on them.

NOTE: This feature is not available in the Recording and Organ Recording Music Libraries.

To paste a sound file from the Clipboard to your database:

1. Click on the Other Details button on the main library window.
2. Select the midi file field in the Other Details window.
3. Paste the midi file into the field by opening the Edit menu and selecting Paste. (If there is no file on the clipboard, the Paste command will be grayed out.)

List Views

List views let you see all of your records in a list form. The Music Library offers five preset list views and five customizable list views for a high degree of flexibility. A list view will display all records currently being browsed.

To view and print a preset list view:

1. Click on the List View button at the top of your library window.
 2. Click on the Select List View button to choose a preset list view.
 3. Using the radio buttons on the left side of your screen, select the layout you want to use.
 4. Click on Return to go back to your list.
 5. Click on the Print button to print your list.
 6. Select the desired printing options and click on OK.
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7. To return to the main library window, click on any of the icons on the left side of your window.



The record you select will be displayed in the main window.

To create a custom list view:

1. Click on the Custom List View button at the top of your library window.
2. Click on the Set Up Customized List View button.
3. Using the radio buttons on the left side of your screen, select the basic layout you want to use (this selects the number and size of the fields).
4. Click on each field within your chosen layout to select the names of the fields you want displayed.
5. Click on Return to go back to your list.
6. Click on the Print button to print your list.
7. Select the desired printing options in the Print dialog box.
8. Click on OK.

9. To return to the main library window, click on any of the icons on the left side of your window.



The record you select will be displayed in the main window.

To create a name for your list:

1. From the List View or Custom List View window, click on the Set Up Report Title button.
2. Enter a name for your report in the field shown.
3. Click on Return to go back to your list.

Performance Notes

You can keep track of up to ten performances for each piece—including the date, group, occasion and conductor—using the Performance Notes option. (This option is not available in the Recording and Organ Recording libraries.)

To record performance notes:

1. Find the record for which you want to enter program notes.
2. Click on the Perform button at the top of the window.
3. Enter your performance information on the top line of the performance notes.
4. When you perform the piece again, simply click on the Update button. All of the records will move down one row, leaving the top row blank for your newest entry.

NOTE: The date field on the Performance Notes window is a text field, so you can enter the date in any format. (i.e. Fall '99, Spring 2000, 4/12/99, etc.)

You can also write up program notes that will appear automatically when you create a program report (See *Printing Reports* later in this chapter).

Using the program report, you can create a concert program that lists all of the pieces performed, in their proper order.

To record program notes:

1. From the performance window, click on the Enter Performance Notes button.
2. In the “Enter Order for Program Notes” field number the piece based on its order in the performance. (i.e. if it is performed second, enter “2”.)
3. Enter your program information in the remaining fields. In the three fields at the bottom, you may select additional information that you want displayed on your program. The software will automatically pull the correct data from the fields you specify.

NOTE: When you need to create a new program, you can clear all the existing performance notes by clicking on Reset All Performance Information at the top of the Program Notes window.

Tracking Orders

The Order window lets you record important details about your music purchases, including what you ordered, who you ordered from, the cost, date ordered, date received, and invoice number. You can also print out an order form based on your order data.

To record order information:

1. Select the piece of music being ordered.
2. Click on the Order button at the top of the main library window.
3. Select a vendor from the Vendors portal at the right side of the window, or enter your own vendor. The Vendors portal offers a list of more than 130 music vendors, which are entered in the Ordered From field automatically. You can add or edit vendors on the list by clicking on the Vendor Details button.

4. To enter details about scores you are ordering, click on the Enter Score Order Details button.

To create and print an order form:

1. From the Order window, click on the Enter Order Details button.
2. Enter the order information for the selected piece. (Addresses for vendors selected from the vendor list will appear automatically.)
3. Click on the Return button to go back to the Order Details window.
4. Click on the Reports button at the bottom of the window.
5. Select the Order Form.
6. Review the order data and make any necessary corrections, then click on the Continue button.
7. Click on the Print button to print your order form. If you wish to see a preview, click on the Print Preview button. To exit the preview screen, press ENTER on your number pad or press FN and ENTER.

Tracking Loaned Materials

The Music Library lets you keep track of music that you loan out to others. You can record the borrower's name, contact information, materials loaned, due date and any fees involved.

To keep track of loans:

1. From the main library window, click on the Loan button.
2. Click on the New Record button to create a new loan record.
3. Enter the borrower information in the fields on the left.

To create a repeat borrower list:

1. From the Loaned Details window, click on the yellow Loaned To Details button.

2. Click on the New Record button to create a new borrower record.
3. Enter the borrower data in the fields provided. Repeat steps 2 and 3 for all the people you want to include.
4. Click on the Back button to return to the Loaned Details window. Your borrowers will appear in a list at the bottom right side of the window. When you click on a borrower, that person's information will appear in the Loan record.

To view and print a list of loans:

1. From the Loaned Details window, click on one of the three Details buttons at the top of the window.
Details by Title lists loaned materials by music title.
Details by Due Date lists loaned materials by due date.
Loaned to Details lists loaned materials by borrower
2. Click on the Continue button on the left side of the window.
3. Click on the Print button.
4. Select the desired printing options in the Print dialog box
5. Click on OK.

Event Schedules

The Scheduler window lets you view and print a list of upcoming events, including a monthly event report.

To create an event schedule:

1. Click on Schedule from the main library window.
2. The schedule list view will appear with a sample entry. You can edit the first entry, and add more by clicking on the New Record button.

3. To add more detailed information about an event, click on the Form View button. This window lets you enter a description and additional data about the event.
4. You can print the List View or Form View by clicking on the Print button at the top of the window. Or, you can print out a monthly event report by following the instructions below.

To print a monthly event report:

1. From the Scheduler window, click on the Event Report button. You will see a preview of your report.
2. Press ENTER on your number pad, or press FN and ENTER.
3. The Print dialog box will appear. Select the desired print settings and click on OK to print. Or, click on Cancel to return to the Scheduler window without printing.

Publication Information

The Publication window lets you track details about your music publications, including the publisher, editor, copyright owner, ISBN, Catalog/Octavo number, cost, and more.

To record publication information:

1. Click on the Publish button at the top of the main library window.
2. Enter your publication information in the fields shown. Use the Publisher portal on the right side of the window to select from more than 700 preset publishers, or click on the Publisher Details button to add or edit publishers.

When you enter a dollar amount in the Cost of Set field, The Music Library automatically tallies the cost of your entire inventory and displays it in the Cost of Inventory field.

TIP: RCI software recommends that you enter the current replacement cost of your music, not the cost at which you purchased it in the past.

Recording Library

The Recording Library window lets you keep track of your music recording collection.

To enter data in the Recording Library:

1. Click on the Recording Library button on the main library window.
2. Enter your recording information in the fields provided. You can select a composer from the portal on the right side of the window.
3. If you have set up a borrower list, it will appear in the portal on the bottom left side of the window. You can use this to help track your loaned recordings. For information on creating a borrower list, see *Tracking Loaned Materials* earlier in this chapter.
4. You can add more records to the recording library by clicking on the New Record button at the bottom of the window.

Printing Reports

The Music Library lets you print a variety of reports and labels. Reports contain information about all of the records currently being browsed. If you did a search, your reports will print out information on the found set only.

The following reports are available:

- **Full Report** prints all of the information about the records.

- **Last Three Performances** prints the title, composer, the last three times the music was performed, and by whom.
- **Last Ten Performances** prints the title, composer, the last ten times the music was performed, and by whom.
- **Music Folder Labels** prints preset or customized labels.
- **Program Notes** prints the title, composer, program location, date of performance, and any other information from the Program Notes window. You can also export to a text editor to create your own program.
- **Order Report** prints all of your order information, or the order information on music that has not been received.
- **Order Form** prints an order form of all music ordered from the vendor listed on the Order Detail page. The order form is based on the vendor and the invoice number. To produce an order form for a second vendor, you must change the Order Details.
- **Location Report** prints the title, composer, and library listing of the music.
- **Create New Report** lets you set up a customized report containing the information you wish to print.

To print a preset report:

1. Click on the Reports button at the bottom of the main library window.
2. Click on the report you wish to print. (See below for instructions on printing labels.)
3. Click on the Setup Report Title button to enter a title for your report.
4. Click on the Return button to go back to the report.
5. Click on the Print button to print your report. If you wish to see a preview, click on the Print Preview button. To exit the preview

screen, press ENTER on your number pad or press FN and ENTER.

To create and print a customized report:

1. Click on the Reports button at the bottom of the main library window.
2. Click on Create New Report.
3. Enter a title for your report.
4. Click on the Setup Custom Report button.
5. Click on the fields to display a menu of available field names. Select the fields you wish to print.
6. Click on the Return button.
7. Click on the Print button to print your report. If you wish to see a preview, click on the Print Preview button To exit the preview screen, press ENTER on your number pad or press FN and ENTER.

To print folder labels:

1. Click on the Reports button at the bottom of the main library window.
2. Click on Music Folder Labels.
3. The predefined music labels include title, composer and library listing on your labels. If you want to print different information, select up to five fields in the window that appears.
4. Click on one of the following buttons:
 - **Print Predefined Music Folder Labels** prints the title, composer and library listing on standard Avery 1 x 2 5/8" labels.

- **Print Customized Music Folder Labels** lets you select up to five fields to print on standard Avery 1 x 2 5/8" labels.
 - **Print Large Customized Music Folder Labels** lets you select up to five fields to print on Avery 2 x 4" labels.
5. Select the desired print options in the Print Dialog box.
 6. Click on OK.