



Instructions for Correcting Catalog Entries

Created by [Aileen Sweeney](#)

February 3, 2015

Revision History

February 3, 2015 - Aileen Sweeney – Modified to reflect the creation of a csv file, of ALL MUSIC, as an export file. Also added text to describe new fields on the input forms.

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Introduction

This document contains instructions for accessing and submitting corrections to the Cooperative Music Program Catalog. Access the catalog at this web address:

<http://iss.oneida-boces.org/media/music.php>

Full extracts of the catalog are available for your review, in the three formats, listed below.

1. Online Web Catalogs
2. PDF Catalogs
3. CSV file for downloading and opening in the spreadsheet software of your choice

Each of the formats is further divided into 4 categories:

- Orchestra
- Choral
- Band
- All Music (contains orchestra, choral and band) all in one listing or extract file.

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Data in Extracts

All formats contain the same data and the Cooperative Music Program home page will contain the date of the extracts as highlighted in yellow below. The frequency of updating the CATALOG LISTINGS extract is TBD.

Online Catalogs



[Media Services](#) | [Science Kit Ordering](#) | [Search Site](#)

[Cooperative Music Program](#)

Media Services - Cooperative Music Program

The Cooperative Music Library enables participating school districts to cooperatively purchase choral, band and orchestral music. The Music Library provides districts with a variety of music selections at minimum cost. Benefits to school districts include a central location, maintenance of collection by media technology services' staff, online catalog access, delivery by courier service, combined buying power of several districts and compliance with music copyright laws. In addition, the Herkimer County Music Educators' Association (HCMEA) and the Oneida County Music Educators' Association (OCMEA) sheet music collections are housed, maintained and distributed by Media Technology Services at no charge.

[Cooperative Sheet Music Service Procedure & Practices Manual](#)
- Revised January 11, 2013

[Music New Title Suggestions - Form](#)

CATALOG LISTINGS With Title Links to a Snap Music Catalog Corrections Form (as of January 27, 2015)

[See - Instructions for Correcting Catalog Entries](#)

Online Catalogs

- [Orchestra](#)
- [Choral](#)
- [Band](#)
- [All Music](#)
- [All Music - Export and download to csv file](#) Please be patient.

- This creates a tab delimited csv file that downloads directly to your browser's download folder.

Filenames begin with "music-export" followed by the date and time of the download as part of the filename.

The date/time is in the format of YYYY-MM-DD-HH-MM where YYYY = year, MM = 2 digit month, DD = day of month, HH = hour of day and MM = minutes of hour.

A sample filename would be **music-export_2015-01-29_15-20.csv**

[PDF Catalogs](#)

Patricia M. Skelly
Supervisor of
Instructional
Support Services
502 Court Street
Utica, NY 13502
793-8504 or 1-800-
765-4773
[pskelly@oneida-
boces.org](mailto:pskelly@oneida-boces.org)

**Colleen
Huddleston**
Music Library -
Booking
793-8516
[chuddleston@oneida-
boces.org](mailto:chuddleston@oneida-boces.org)

Online Catalogs

Below is the screen shot from the Online Catalog – Orchestra page.

When you see a title that needs correcting, just click on the link 'ADD INFO' for that particular title. See next page for the web form that will allow you to submit your corrections.



[Media Services](#) | [Science Kit Ordering](#) | [Search Site](#)

[Cooperative Music Program](#)

Media Services - Cooperative Music Program - Orchestra Catalog

Title Number - Name
Description - Copyright
Abstract
Subject(s)

Z000813 - RHYTHM 'N' BLUES

Music, STRING ORCHESTRA BOCES, 2006
Composer/Arranger: Soon Hee Newbold - Grade 1 - FJH Music, Inc.

1. STRING ORCHESTRA

[ADD INFO](#)

Click on the 'ADD INFO' text to access the correction form for this Title. The form will open in a new browser tab.

Z000812 - THE WABASH CANNONBALL

Music, STRING ORCHESTRA BOCES, 2006
Composer/Arranger: Carrie Lane Gruselle - Grade Level 2 - FJH Music, Inc.

1. STRING ORCHESTRA

[ADD INFO](#)

Z000811 - APPALACHIAN REFLECTIONS

Music, STRING ORCHESTRA BOCES, 2006
Composer/Arranger: Percy Hall - Grade Level 3 - J.W. Pepper Level: Medium Easy -Great Works Publishing/Ludwig Music.

1. STRING ORCHESTRA 2. FOLK MUSIC

[ADD INFO](#)

Z000810 - RIVER SONG

Music, STRING ORCHESTRA BOCES, 2005
Composer/Arranger: Keith Sharp - Grade 3 1/2 - FJH Music, Inc.

1. STRING ORCHESTRA

[ADD INFO](#)

Z000570 - HOBGOBLIN

Music, STRING ORCHESTRA BOCES, 2009
Composer/Arranger: Philip Clark - Latham Music

1. STRING ORCHESTRA

[ADD INFO](#)

Music Suggestion Form and Add Info Web Forms

The Catalog for Cooperative Music Program - The **Add Info Web Form**, top half, screen shot is below. The Title will be pre-populated if you reached the form using an Add Info button in the Online Catalog, the csv downloaded file or the PDF Catalogs. The title is NOT pre-populated on the **New Title Suggestion Form**.

Catalog for Cooperative Music Program - Add Info Web Form

* indicates required fields

Your First Name *

Your Last Name *

Your Phone Number *

Your Email *

Title * RHYTHM 'N' BLUES Z000813

Access Code *

Your School District and Building *

Comments

Top Category Description

Band Choral Orchestra

Owning Library

BOCES HCMEA OCMEA

The Title text box will be pre-filled in the form

The Catalog for Cooperative Music Program - Add Info Web Form, bottom half, screen shot is below

Composer/Arranger *

Publisher *

JW Pepper Difficulty Level(s) (check all that apply)

Beginner Very Easy Easy Medium Medium Easy Medium-Advanced Advanced Other

NYSSMA Level

Level I Level II Level III Level IV Level V Level VI

NYSSMA Manual Edition/Year

Applicable Catalog/Subject Words (check all that apply)

<input type="checkbox"/> Acapella	<input type="checkbox"/> Band	<input type="checkbox"/> Broadway	<input type="checkbox"/> Choral	<input type="checkbox"/> Christmas	<input type="checkbox"/> Combo
<input type="checkbox"/> Concert Band	<input type="checkbox"/> Concert March	<input type="checkbox"/> Folk	<input type="checkbox"/> Full Orchestra	<input type="checkbox"/> Gospel/Spiritual	<input type="checkbox"/> Hanukkah
<input type="checkbox"/> Holiday	<input type="checkbox"/> Instrumentation	<input type="checkbox"/> Jazz	<input type="checkbox"/> Jazz Band	<input type="checkbox"/> Kwanza	<input type="checkbox"/> Madrigal
<input type="checkbox"/> Marching Band	<input type="checkbox"/> NYSSMA	<input type="checkbox"/> Novelty	<input type="checkbox"/> Orchestra	<input type="checkbox"/> Patriotic	<input type="checkbox"/> Percussion Ensemble
<input type="checkbox"/> Pop	<input type="checkbox"/> Sacred	<input type="checkbox"/> Secular	<input type="checkbox"/> Small Ensemble	<input type="checkbox"/> Solo	<input type="checkbox"/> Solo Feature
<input type="checkbox"/> Soundtrack	<input type="checkbox"/> String Orchestra	<input type="checkbox"/> Winter			

Choral Choose Voice(s)

Soprano Alto Tenor Bass Three Part Mixed Two Part/Unison

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Music New Title Suggestions - Form

The Music New Title Suggestions Form allows you to submit suggestions for adding titles to the Music Library. The form results will be emailed upon submission and reviewed by Colleen Huddleston.

Required input fields are identified by a red asterisk. You must enter some value for the form to be processed in each of the required input fields.

First Name * Enter your first name on the form

Last Name * Enter your last name on the form

Phone Number * Enter your phone number where you can be reached if there are questions about the submission.

Email * Enter your email address where you can be contacted if there are questions about the submission.

Title * Enter the Title of the piece of music that you want included in the library.

Top Category Description * - Music is flagged in the catalog by one of three to level categories. The choices are Band, Choral or Orchestra. This value is used to determine which type of pdf file this title should be included in after it is added to the library. If you are unsure of the top category, include a note about that in the comments section of the form.

Owning Library * - Music can be flagged in the catalog by the owning library. The choices are BOCES, HCMEA or OCMEA. If you are unsure of the owning library, leave the BOCES radio button selected.

Composer/Arranger * - This field is the equivalent of the **Author** field in SNAP. The values are currently stored in the Abstract/Description for each Title. As of February 2015, these values will be added to the Author field in SNAP and still be included in the Abstract/Description.

Publisher * – The publisher field values are currently stored in the Abstract/Description for each Title. As of February 2015, these will be used to update the **Vendor Name** in our Series M Catalog System. However, the Publisher is not a separate field available in SNAP. You can search for a publisher by searching all fields. The Publisher field is included, as a separate column/field, in the csv extract file.

Product/Catalog Number * – This is the Catalog ID number. Enter “N/A” if you do not know the number.

Quantity Needed * – Enter the number of pieces of music that you need.

Your School District and Building * – Select your District/Building from the pull down menu.

Access Code * – A special access code value must be included on the form when you submit it. Forms that do not contain the correct code will not be processed. Call Media Services if you need the Access Code. Please do not share the code with others.

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JW Pepper Difficulty Level(s) – These items have been stored in the Abstract/Description for each Title. As of February 2015, these will be added to a unique field in SNAP, in addition to the Description field, so that the csv downloadable file can display them in a separate column. More than one level can be selected. Those values are:

JW Pepper Beginner	JW Pepper Medium	JW Pepper Advanced
JW Pepper Very Easy	JW Pepper Medium Easy	JW Pepper Other
JW Pepper Easy	JW Pepper Medium Advanced	

NYSSMA Level(s) – These items have been stored in the Subject(s) for each Title. As of February 2015, the NYSSMA levels *will be the first values stored in the Subject(s)* field. They will also be stored in the Abstract/Description for each Title. More than one level can be selected. NYSSMA levels will be in standard values. Those values are:

Level I	Level IV
Level II	Level V
Level III	Level VI

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All Music – Export and download to csv file

Clicking on the link, allows you to download a csv file to your computer. The file is a **tab delimited** csv file that downloads directly to your browser's download folder.

Filenames begin with "music-export" followed by the date and time of the download as part of the filename.

The date/time is in the format of YYYY-MM-DD-HH-MM where YYYY = year, MM = 2 digit month, DD = day of month, HH = hour of day and MM = minutes of hour.

A sample filename would be music-export_2015-01-29_15-20.csv

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How to Open the CSV file in Microsoft Excel

You can open the csv file using any spreadsheet software.

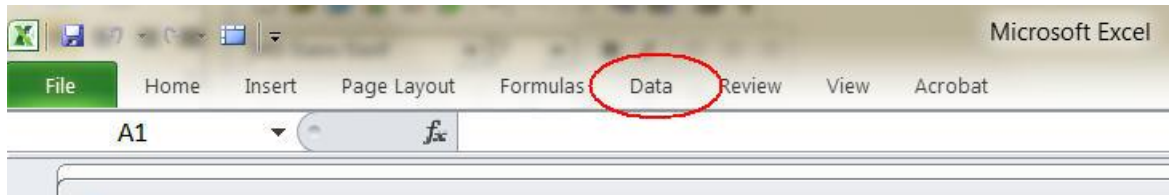
Below are instructions for using Excel.

Step 1. Launch Excel

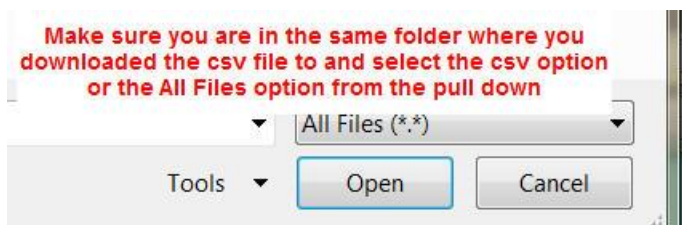
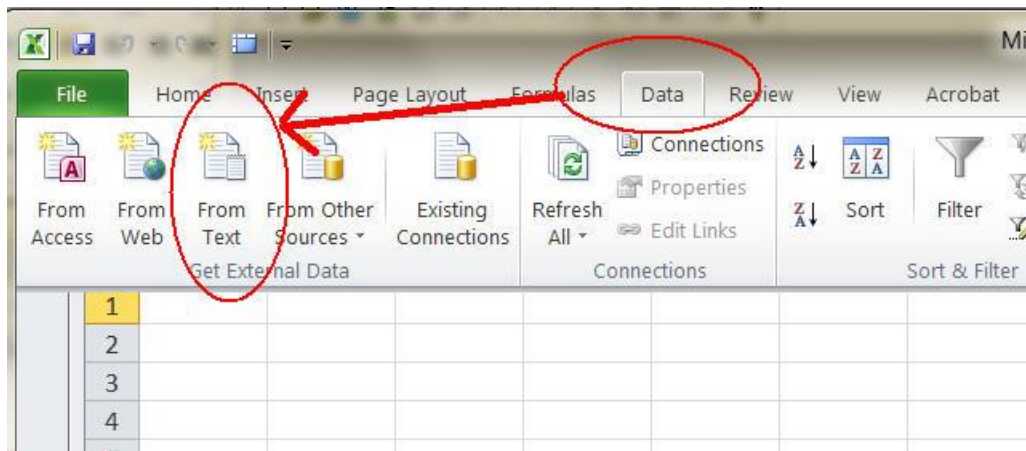
Step 2. Create a new empty spreadsheet file.

Step 3. Import the cvs file as data into the empty spreadsheet file.

You can use Microsoft Excel to create a NEW spreadsheet and then use the *tab* for **Data**->From Text

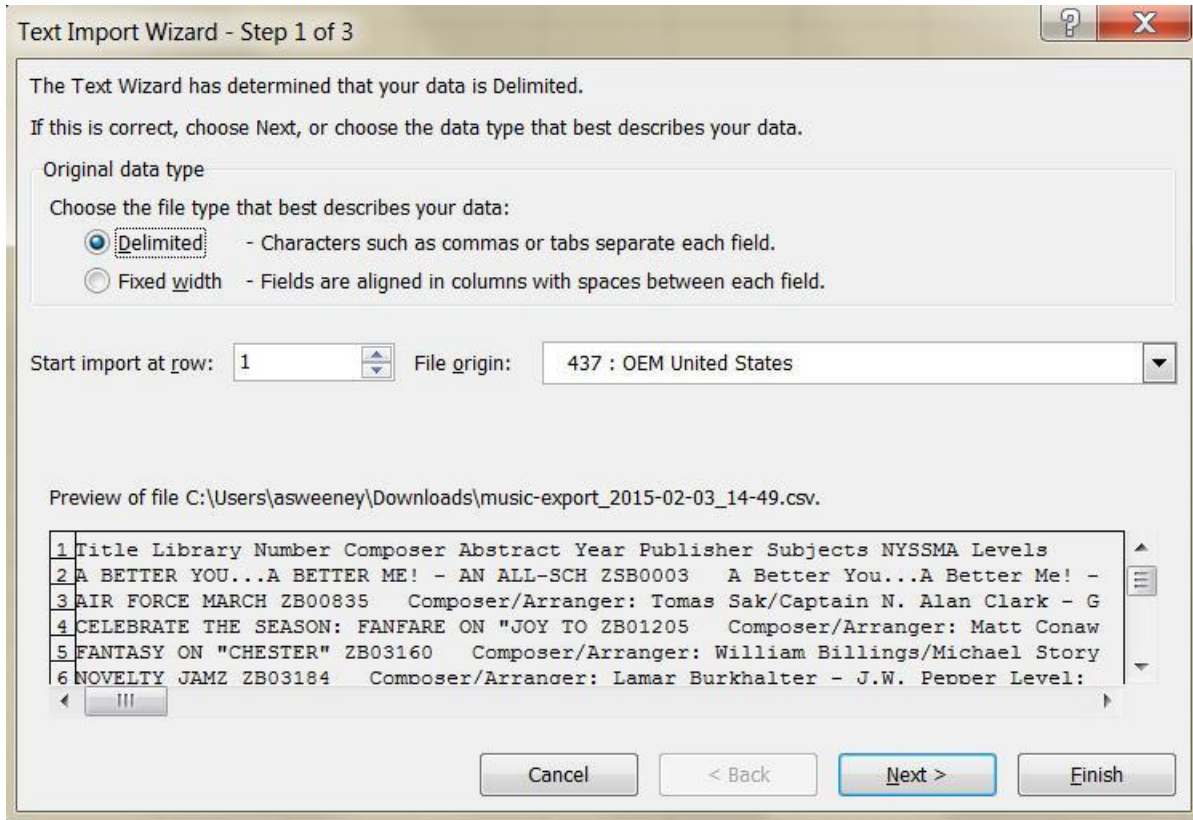


Select the From Text option.

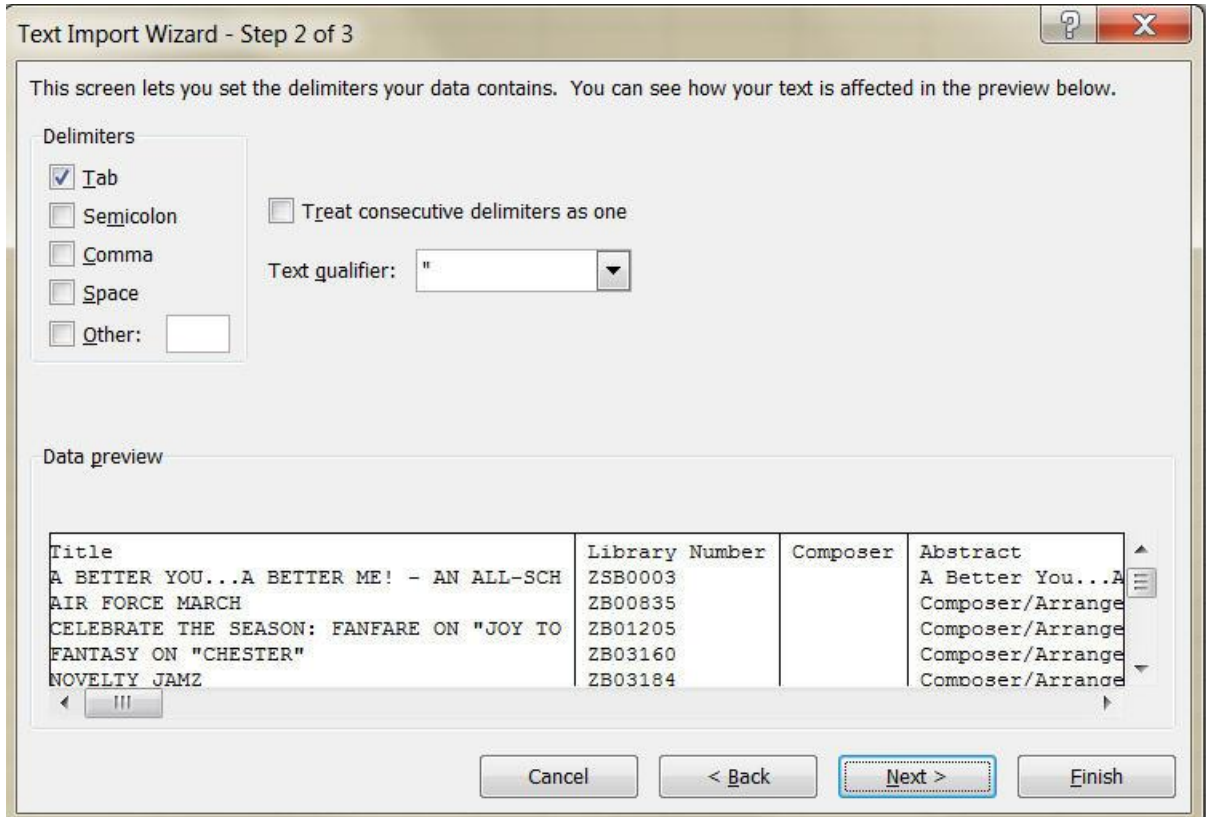


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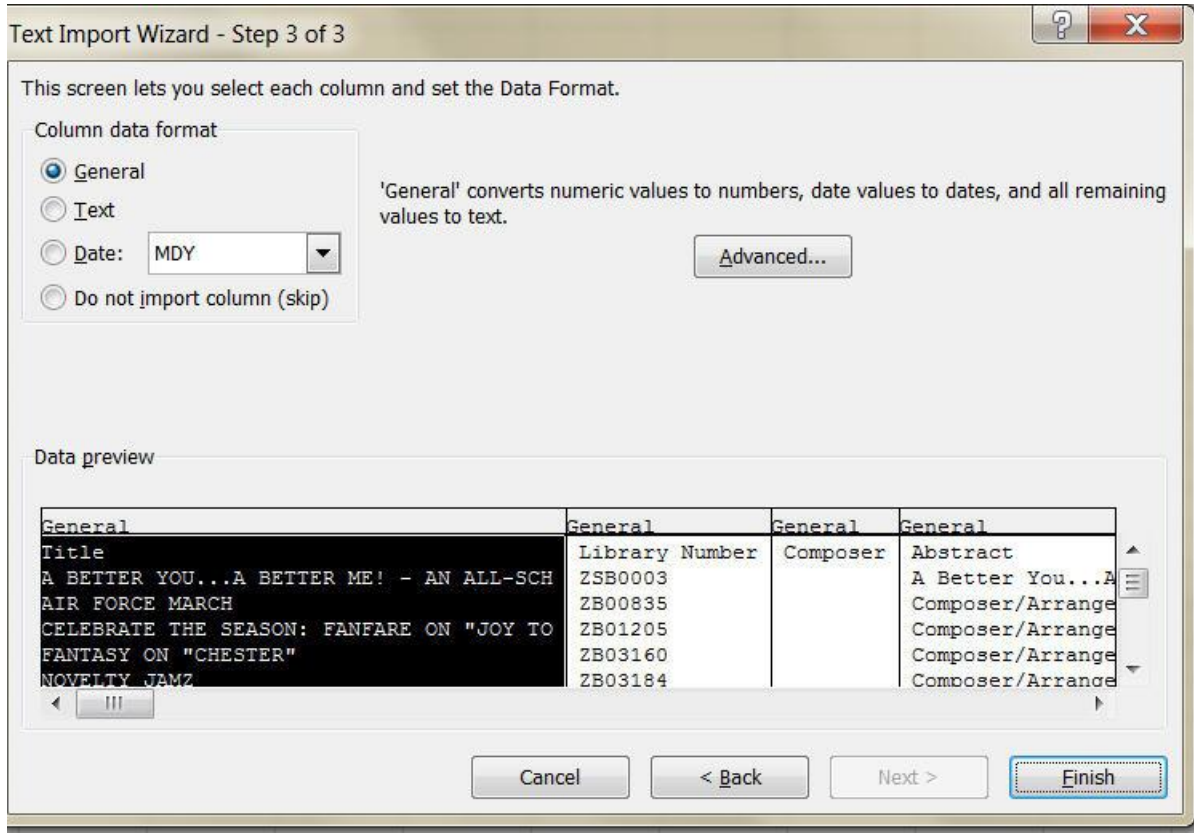


The file is **TAB delimited** so make sure that is the option you have chosen on the next screen.



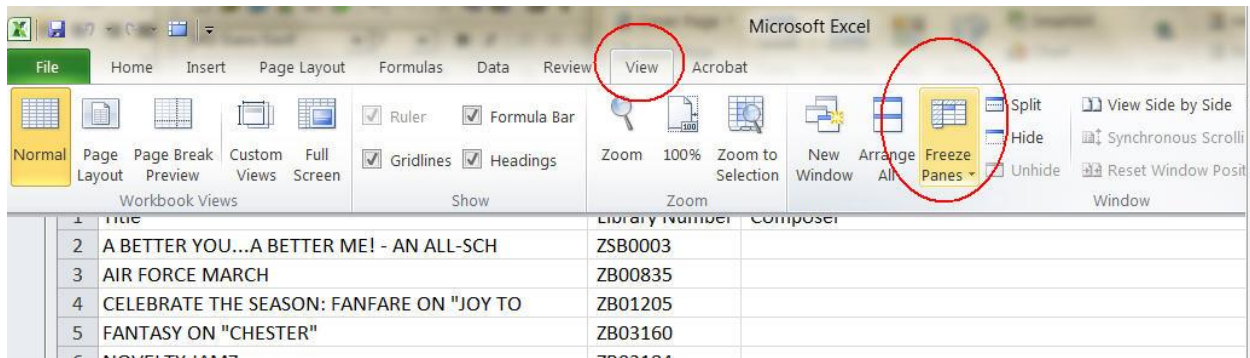
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Then click **Next** button and then the **Finish** Button.



You now have a file you can save as an excel spreadsheet file.

You can use the View – Freeze Panes Option to freeze the top row.



You can use the **Data->Filter** option to sort and filter the rows of data.