
California College of Music Library Guide

This document is meant to inform you of everything you need to know about the CCM Library, including: accessing the library and the online library catalogue, proper college procedures for checking items out, renewals, fees that may accrue due to late item returns, and more. Students using the library are expected to adhere to all the library rules and procedures outlined in this document.

California College of Music is home to an impressive music library with holdings of more than 3,000 books, magazines, scores, and recordings from the popular music canon and beyond! Not only will you find holdings that are supportive to voice performance, guitar performance, bass performance, drum performance, keyboard performance, songwriting, and producing programs, but you may also discover items covering other various aspects of the musical arts. We encourage you to continuously utilize the CCM Library as a resource for academic success.

Library Access

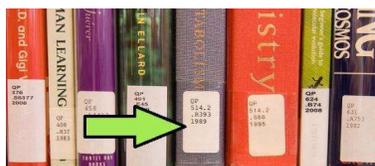
You may use the Library at any time during regular administration hours of 8:00 a.m. - 6:00 p.m., Monday through Friday. Although the doors remain locked at all times for security purposes, you can ask a staff member in the Administration Office to open it for your use at any time. Within the library, you will find books on reserve locked in the corner cabinet. These books have been added to our library holdings by past faculty members and generous public donors; they may be viewed on campus but not checked out. Further reserve items are held within the Administration Office. The listening station, computer, and wireless network username and password information will be made available to you upon request.

How can I search for an item?

You can conveniently see which books, magazines, or scores are available through our online catalog, which can be accessed through the following link: ccmla.edu/library/. You will then be directed to “LibraryThing” which will contain a search engine on the top right corner of the webpage. The catalog search engine makes it easy for you to browse for items which fit your area of interest. Once you press search, the webpage will display all items related to your search, and you can select a link to read more details, recommendations, reviews, etc. regarding the book. You are encouraged to employ various different search terms and research Boolean searching in order to produce relevant results related to your area of inquiry.

How are items catalogued/classified?

Each book is classified using a Library of Congress Classification call number, which generally follows a “M XXXX XXX X XXXX” format. The call number ultimately defines the item’s class, sub-class, author, book title, and year of publication. It can be found on the bottom spine or the bottom left-hand corners of books with thinner spines; *please refer to the example below*. Most items are shelved under the three main subjects in our library including “Music (M), Music Literature (ML), and Music Instruction and Study (MT), allowing you to easily locate any books you're interested in checking out.





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How can I check out an item?

Once you've decided which book you'd like to checkout after browsing our online database, complete the "Library Check Out Form" in your Student Portal (ccmla.edu/student-portal/). Your request will be sent to Outreach and Marketing Manager, Melania Eissagholian, who will email you to retrieve your book(s) from the Administration Office when they are ready. As a friendly reminder, you will be given a due date, an email and phone call three days before your book is due through melania@ccmla.edu.

How many items can I check out?

You are allowed to check out ten items at a time, for a total of twenty-one calendar days. You may renew items a maximum of two times for the same period, if need be. To renew your items email melania@ccmla.edu with the item titles, or bring your request to the Administration Office.

Important: All items in the reserve cabinets must remain in the library and *cannot* be checked out. You may still request to browse items in these cabinets, however, they cannot leave college grounds at any time.

What if I don't return my books on time?

If you do not return your items after 21 calendar days or notify the Administration Office that you wish to renew the items you have checked out, you will be assessed a \$0.25 late fee per item per day late.

If an item is more than two months overdue or is returned damaged or altered, CCM will levy an additional \$10.00 surcharge plus a replacement fee equal to the cost of a new copy of that item. As a courtesy, CCM stops collecting overdue charges when they reach \$10.00, but once this occurs, CCM reserves the right to freeze the student's account. This prevents him or her from borrowing additional library materials, registering for future classes, and graduating. Once a student repays all fines, CCM will restore his or her school account. All payments must be made at the Administration Office.

How can I get access to larger collections and academic databases?

All students at California College of Music are required to hold a public patron card at Pasadena City College's Shatford Library, an open library just 8 blocks from our campus. PCC Shatford Library orientations are held with new CCM students once in each enrolling quarter. Through Shatford Library, you have 24/7 online access to research assistants as well as research guides, journals, citation information, and 96 important academic databases including 14 music databases such as Oxford Music Online, Classical Music Library, ProQuest Arts & Humanities Database, and the Gale Fine Arts & Music Collection.