Searching for Musical Scores Using the Library Catalog

*Use this guide to search for musical scores owned by both Cook Library and other libraries in the University System of Maryland and Affiliated Institutions (USMAI) network.*

**Searching for Scores Using the USMAI Library Catalog**

1. Start at the library web page: [https://libraries.towson.edu/](https://libraries.towson.edu/)

2. Go to the upper left corner of the page and hover over the “Find Sources” link, then scroll down to “More Library Catalogs.”

3. From list of catalogs, select **USMAI Catalog**. Start with an **Advanced Search** to combine terms and limit by musical score format.

4. If you are looking for a specific composition, in the first search box, change the search type to “author” and type the composer’s name. In the second box, change the search type to “title” and type the title of the composition. Be sure to also change the format type to “scores.” To see all works by a composer, just enter the name with “scores” as format – leave the second box blank.

5. The result list will indicate ownership at all USMAI libraries, including Cook Library (Towson University). Click on the title of any item to see the full record with availability information. If only one edition of that composition is owned in the system, the full record for that score will open automatically. If the item is owned at Cook Library (Towson University), note the call number and visit the stacks to retrieve it.
If the score is only owned by another state university, click on the “Availability” link.

6. On the next screen, click the “request” icon - remember, Quarto and Folio items can be transferred.

7. On the following screen, choose “Towson University” from the list of schools and sign in with your TU Net ID.

8. From the list of possible destinations, select “Towson University” and click on “send.”

Your request is now on its way. Once your item arrives at Cook Library, you will receive an email telling you to come in and pick up your score. Items are held for ten days. When you are finished using the score, return it directly to Cook Library.

**Composer Collected Works/Monuments of Music Sets**

There are complete works sets for many composers and musical genres/regions/time periods in the M2 and M3 areas of the M stacks. The individual compositions in these sets won’t appear in a composer/title search. You can find these sets by searching by composer name with the word “works” as the second search term.