Searching for Sound Recordings Using the Library Catalogs

Use this guide to search for sound recordings at Cook Library and University System of Maryland and Affiliated Institutions (USMAI) libraries.

Searching for Sound Recordings Using the TU Library Catalog

1. Start at the library web page: https://libraries.towson.edu/

2. In the center of the page, click on the TU Library Catalog icon

3. Start with an Advanced Search to combine terms and limit by sound recording 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. Change the format type to “sound recordings - CD” to see only compact discs. To see both CD and vinyl formats select “sound recordings - ALL.”

5. The result list will indicate recordings owned at Cook Library that include that work. Click on the title of any item to see the full record with availability information. If only one edition of that recording is owned, the full catalog record for that recording will open automatically. Click on Availability to make sure your recording is not checked out. Make a note of the call number of the CD.
Audio/visual materials at Cook Library (including CDs and vinyls) are kept behind the 3rd floor Circulation Desk. Give desk staff the call number of the CD, and they will retrieve it for you. You have the option of listening to it in the library or checking it out.

**Searching for Sound Recordings Using the USMAI Library Catalog**

A few libraries in the state university system allow their audio visual materials to be transferred from one library to another. Not all libraries participate in that program, but if you find a CD owned at another USMAI library, you can try to have it transferred and borrow and return it directly at Cook Library.

6. Start at the library’s web page as shown in Step 1.

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

8. From list of catalogs, select USMAI Catalog.


10. If you see a recording which does not show Cook Library (TU) as an owner, click on the title to see the full record for the recording. Then click the Availability link as shown in Step 5.

11. If your recording is on the shelf at another school, click the “request” icon.

If that CD cannot be transferred, you will see a note at the upper left of the screen that says “this item cannot be transferred.” If that note does not appear, the CD can be transferred to Cook Library. Follow the directions below to complete your transfer request.

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

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

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