

**Heritage High School**  
**Music Librarian Guidelines**

- 1) Examine the front page of the score to determine the included parts. Check to see that all parts are included in the file folder. Any missing parts should be reported to the director.
- 2) All parts are to be placed in SCORE ORDER (see second page of handout for score order). All "Full Scores" have a listing of instruments starting with flutes and ending with percussion.
- 3) Be sure ALL scores are filed with the music. Some works may have up to four scores. Be sure at least one is present. There are FULL SCORES and CONDENSED SCORES. Not all music has both.
- 4) Double check the order of the music in the file cabinet as you file. A lost folder can cost the band nearly \$100.00.
- 5) When filing music, check to see that the assigned file number isn't assigned to another work. We need to AVOID filing the same number to different works. The directors will assign a new number if a duplicate is found.
- 6) Please keep the library in order and neat. Put copies of the SCORE ORDER on the wall and maintain a list of band personnel and part assignments on the wall or in a notebook.
- 7) You should have an instrumentation list (who plays what instrument and what part) and know how many of each part to copy (so we don't waste time and/or paper).
- 8) When in doubt.....ASK!
- 9) Do not allow other students to use the copier. ONLY librarians copy music.
- 10) NO ONE.....ABSOLUTELY NO ONE is to use the copier for business other than official band business. NO HOMEWORK, NOTES, ETC. will be copied.
- 11) Students are issued 1 COPY ONLY of music. If they lose it, they need to see Mrs. G or Mr. H. DO NOT make a second copy of any music for anyone unless they see us first.
- 12) Do not leave your seat in class to work in the music library unless you have permission from the directors. Your FIRST duty is to play your instrument, your secondary job is librarian.
- 13) THANK YOU!!!!!!!!!! Your help and dedication is greatly appreciated! We couldn't operate the band without you!

## **STANDARD SCORE ORDER**

*Used by John P. Paynter*

- ❖ Piccolo
- ❖ 1<sup>st</sup> Flute
- ❖ 2<sup>nd</sup> Flute
- ❖ 1<sup>st</sup> Oboe
- ❖ 2<sup>nd</sup> Oboe
- ❖ English Horn
- ❖ Eb Clarinet
- ❖ 1<sup>st</sup> Clarinet
- ❖ 2<sup>nd</sup> Clarinet
- ❖ 3<sup>rd</sup> Clarinet
- ❖ Alto Clarinet
- ❖ Bass Clarinet
- ❖ Bb Contrabass Clarinet
- ❖ Eb Contrabass Clarinet
- ❖ 1<sup>st</sup> Bassoon
- ❖ 2<sup>nd</sup> Bassoon
- ❖ Contra-Bassoon
- ❖ 1<sup>st</sup> Alto Saxophone
- ❖ 2<sup>nd</sup> Alto Saxophone
- ❖ Tenor Saxophone
- ❖ Baritone Saxophone
- 1<sup>st</sup> Cornet
- 2<sup>nd</sup> Cornet
- 3<sup>rd</sup> Cornet
- 1<sup>st</sup> Trumpet
- 2<sup>nd</sup> Trumpet
- 1<sup>st</sup> F Horn
- 2<sup>nd</sup> F Horn
- 3<sup>rd</sup> F Horn
- 4<sup>th</sup> F Horn
- 1<sup>st</sup> Trombone
- 2<sup>nd</sup> Trombone
- 3<sup>rd</sup> Trombone
- Bass Trombone
- Baritone T.C.
- Baritone B.C.
- Basses (Tubas)
- ✓ String Bass
- ✓ Harp (or Celesta)
- Timpani
- Percussion 1
- Percussion 2

- Percussion 3
- Percussion 4