Joint Music Program Cooperative Collection Development Policy

Date Approved: 8/4/2025
Effective Date: 8/4/2025
Responsible Position: Jacey Kepich, Research & Engagement Librarian for Music, Kelvin Smith Library; Denise Green, Director of Library Services, Robinson Music Library
Responsible Office/Department/Team: Research & Engagement Services (Kelvin Smith Library)
Revision History: Version 1.0
Related Legislation and University Policies:
  ● [CWRU Libraries E-Resources Policy](#)
  ● CWRU and CIM Memorandum of Understanding (for MOU, please contact the [Research & Engagement Librarian for Music at CWRU](#) or [Robinson Music Library Director of Library Services](#))
  ● KSL/CIM Borrowing Policy, please contact accessdelivery@case.edu
Review Period: 3 years
Date of Last Review: 8/4/2025
Relates to: Faculty, staff, and students of the Joint Music Program (JMP)

I.   Policy Statement

The Kelvin Smith Library (Case Western Reserve University) and Robinson Music Library (Cleveland Institute of Music) collaborate to acquire and maintain print and online resources supporting the curricular needs of the Joint Music Program sponsored by Case Western Reserve University (CWRU) and the Cleveland Institute of Music (CIM).

II.   Purpose of this Policy

CWRU and CIM participate in the Joint Music Program (JMP) at the undergraduate and graduate levels. Each institution maintains its unique music collection.

This policy identifies how the libraries work together to facilitate access to the greatest breadth of physical and online resources possible while avoiding unnecessary duplication. Consideration is given to each institution's parameters such as license requirements and network restrictions. The policy may also be viewed as a framework to clarify expectations and assist library staff in addressing questions posed by administrators, faculty, staff, or students regarding the JMP and associated library collection practices.

III.   Definitions

Joint Music Program - Formal cooperative agreement (founded 1969) between CWRU and CIM enabling degree study at both the undergraduate and graduate levels across

the institutions. The Joint Music Program (JMP) provides CWRU music majors with instrumental, vocal, and composition lessons, as well as music theory and eurhythmics classes at CIM. The JMP provides CIM students with music history and general education classes at CWRU. The Joint Music Program Committee is co-chaired by the Vice President of Academic and Student Affairs & Dean of the Institute at CIM and the Chair of the Music Department at CWRU.

IV. The Policy

KSL and RML coordinate collecting in the service of the JMP, while pursuing individualized collecting in support of each institution's own specialties. CIM concentrates on the education and training of professionals skilled in the art of performance, composition, and other related disciplines. Thus, its collections focus on art music from the classical through twenty-first century periods. CWRU's music department offers academic programs in musicology, historical performance practice, and music education. Areas of specialty include Medieval and Renaissance Music, Music and Gender, French Music 1550-1900, and American Popular Music.

The two institutions agreed to hold collaborative conversations on the collection of materials related to music. This policy will be reviewed and updated at least once every 3 years. Both institutions collect music materials including, but not limited to books, scores, and recordings in physical and digital formats, with main differences found in the chronological guidelines and treatment of subjects pertaining to the primary areas of degree support needed for each institution.

Online resources are coordinated between institutions to provide the greatest possible access to music-related databases and subscriptions. The libraries agree to notify each other at least 120 days before a subscription term end-date if a shared e-resource (listed below) will be canceled, or if either institution decides to pursue a separate subscription. Each library may list shared e-resources licensed by either institution on their website.

CIM maintains licenses for:

- Naxos (renews annually in August)
- Music Index (renews annually in January)

CWRU maintains licenses for:

- Oxford (Grove) Music Online (renews annually in January)
- Music Online, including Smithsonian Global Sound and Classical Music Library (renews annually in December)
- Database of Recorded American Music (renews annually in April)

CIM provides additional resources on library computers using an internal page [Policies | Cleveland Institute of Music (cim.edu)](http://cim.edu/libint). These resources include

Music Video Collection, IPA Source, The Diction Police, Singers Babel, and Orchestral Music Online.

E-resources requiring CIM email for activation, such as the Henle Library app and Art Song Transpositions, cannot currently be accessed by those without a CIM email address. CWRU JMP students will be issued CIM email credentials to enable access to CIM-licensed databases.

KSL provides database access to CIM JMP conservatory students and employees with CWRU network IDs. See KSL's licensed e-resources policy for additional details on the provision of network access.

V.   Other Resources

For questions regarding this policy or related matters, please contact the Research & Engagement Librarian for Music at CWRU and/or the Robinson Music Library Director of Library Services.

See related documents for additional information about the JMP and library policies:
- RML collection policy
- RML circulation policies
- KSL borrowing privileges
- Areas of Study, CWRU Music Department: https://case.edu/artsci/music/
- JMP description, CIM Course Catalog: https://catalog.cim.edu/cim-cwru-joint-music-program
- CIM *Notes* citation (Winter 2024 issue pp. 14-15): (https://www.cim.edu/aboutcim/news/notes)
- JMP description, CIM website: https://www.cim.edu/academic-programs/cwru
- JMP description, RML website: https://www.cim.edu/aboutcim/library/about
- JMP description, CWRU music website: https://case.edu/artsci/music/general/joint-music-program