



How to Inventory and Check-Out Sheet Music

Sheet Music / Musical Scores with all the instrument parts can easily be inventoried and checked out to students and performers.

Steps to create Inventory:

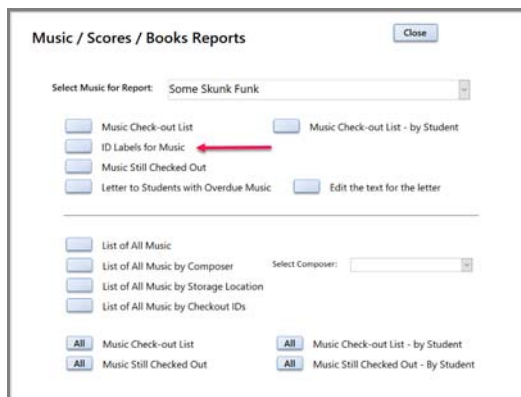
1) Create a record for each score (piece of music). The record can include the title, composer, publisher, date of printing, ISBN number and more details. Be sure to include the title you want on the label (Label Abbrev). It could be your school/band name or the name of the music.

2) Create a record for each instrument/choir part (Trumpet, Oboe, Percussion, etc.)
(The list of instrument parts can be updated on the Scores Utilities menu.)

- 1) Enter the Due Date when the music is to be returned.
- 2) Enter the Starting number for the barcode.
- 3) Enter the number of copies you have all together.
- 4) Click on "Create Checkout Copies" button



3) Print Inventory Labels from the Reports menu with the title (abbreviated) and a barcode and ID. The labels are designed to be printed on Avery Label # 5195 (2/3" x 1 3/4" labels) that are available from most office supply stores.



Steps to Check-out music to students / performers:

1) Create a record for each student / performer in the Students section of the database. Enter as much or as little contact information as you want. Once their record is created and they have checked out music you can see a list of what they have on their record.

2) Select a student name from the drop down list on the Sheet Music / Check out Music to Students form.

3) Print out a list of the Check-out records from the Report Menu.

Script Title	Script #	Part	Pub Date	Publication Type	Date Checked Out	Checked In?
Some Skunk Funk	1029	Piano	12/1/2017	Music	10/26/2017	<input type="checkbox"/>
LET'S FACE THE MUSIC AND DANCE!	1021	Music	11/26/2017	Music	11/26/2017	<input type="checkbox"/>
Hunting from the Seasons - Opus 1	2001	Conductor's Score	10/3/2017	Music	10/26/2017	<input type="checkbox"/>

Checkout Music to Students:	#	Select Part	Select Student	Date Checked Out *	Date Checked In *	Check-in Condition	Notes	Quick Check In	Delete Student from Checkout Record
Conductor's Score	1025		Messick, Peter	10/26/2017				<input type="checkbox"/>	<input type="checkbox"/>
Horn 1	1026		Jetson, Lenoy	10/26/2017				<input type="checkbox"/>	<input type="checkbox"/>
Horn 2	1027		Messick, Rosie	10/26/2017				<input type="checkbox"/>	<input type="checkbox"/>
Horn 3	1028		Jetson, George	10/26/2017				<input type="checkbox"/>	<input type="checkbox"/>
Piano	1029		Messick, Margaret Messick, Margaret	10/26/2017				<input type="checkbox"/>	<input type="checkbox"/>
Bass	1030		Messick, Peter					<input type="checkbox"/>	<input type="checkbox"/>
Guitar	1031		Messick, Tim					<input type="checkbox"/>	<input type="checkbox"/>
Drums	1032		Messick, Rosie					<input type="checkbox"/>	<input type="checkbox"/>
Perussion	1033		Jetson, George					<input type="checkbox"/>	<input type="checkbox"/>
			Bear, Yogi					<input type="checkbox"/>	<input type="checkbox"/>

Steps to Check-in music from students/performers:

With a Barcode Scanner:

Copy #	Title	Part	Student	Check-in Date
2007	Hunting from the Seasons			11/10/2017
1032	Some Skunk Funk	Drums	Rosie Messick	11/10/2017
1030	Some Skunk Funk	Bass	Yogi Bear	11/10/2017
1028	Some Skunk Funk	Horn 3	George Jetson	11/10/2017
1027	Some Skunk Funk	Horn 2	Rosie Messick	11/10/2017
1025	Some Skunk Funk	Conductor's Score	Peter Messick	11/10/2017

1) Go to the sheet music record you are checking in.

2) Click on **Quick Check-in**.

3) With the cursor in the Enter/Scan box - scan the barcode on the sheet music. The Student name and Part Description will appear in the "Checked In" list.



From the Sheet Music Screen:

Find the student's record and look for the "Date Checked In" field. There are 3 ways to enter the date:

- Click in the "Date Checked In" field. Type in the date
- Move the mouse to the calendar icon and click. Select the date off the calendar
- Double click in the "Date Checked In" field

Reports

The Reports screen will let you print a variety of reports for this piece of music or all music in the collection. The reports include Check-out Lists, Music Still Checked out and Music Checked out by Student Name, and more.

Reports for this selected piece of music.

- Music Check-out List
- Music Check-out List - by Student
- ID Labels for Music
- Music Still Checked Out
- Letter to Students with Overdue Music
- Edit the text for the letter

Reports for all music in the collection

- List of All Music
- List of All Music by Composer
- List of All Music by Storage Location
- List of All Music by Checkout IDs
- All Music Check-out List
- All Music Check-out List - by Student
- All Music Still Checked Out
- All Music Still Checked Out - By Student