



Toby Saks Sheet Music Library Project

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Background

- 1,272-piece sheet music collection donated after renowned cellist, Toby Saks, passed away in 2013.
- A need to transform the music from storage to a reference library to preserve Saks' collection, along with her annotations, while making it more accessible to staff and musicians.



Project

- Created a 5-tier classification system to organize the music.
- Created a collection management policy with a: selection & deselection criteria, preservation & conservation resource guide, and gifts policy recommendations.
- Created a labeling and shelving workflow system.
- Labeled 15/32 boxes.
- Improved the searchability of the catalog.

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Impact

- The Toby Saks Sheet Music Collection is now easily browsable, accessible, and usable.
- The music and memory of Toby Saks will be preserved.
- There are collection, preservation & conservation resources to refer to.



Next Steps

- Finish labeling.
- Shelve the labeled scores in the new library.

