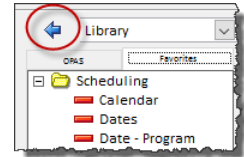



Create an entry in the Library

This brief guide steps through the process of entering Library Parts or Scores for a composition.

Open the Library

Open the **Library** area of OPAS. If the **Library** isn't in your **Favorites** menu, select it from the alphabetical list of Program Areas in the far upper right-hand corner of OPAS.



Click the New  icon in the lower right-hand corner to create a new entry.

Select the composition and publisher

Select the Composer and Work for this Library holding. Then select the Publisher

If complete publication details for this work are already entered into OPAS you can select the Publication and the reprint Publisher. This is optional, but does require that you have the necessary information in the **Publications** area.

Where applicable, the original Publication and reprint Publisher can be indicated

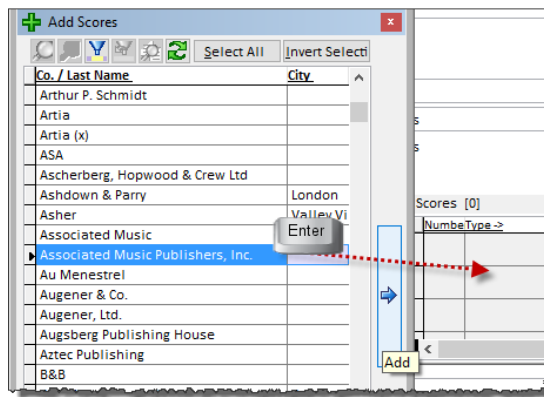
Add any other information


Add as much other information as required or desired to complete this entry, including

1. The **Shelf Number**, or acquisition number
2. The Collection to which this holding belongs
3. The **String** parts and **Instrumentation** included with this set – this is *not* the forces the composer calls for or the complement you perform with, but the actual number of parts you have on the shelf. As is shown here, a simple “full” or “complete” in the Instrumentation field tells you that you have a full set of winds, brass, percussion.
4. Whether or not the **parts** are in your library – if this box is un-checked, it implies that this Library entry is for a score only.

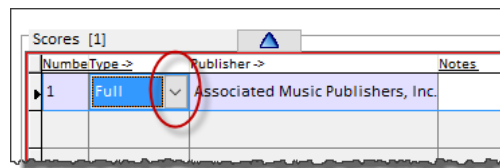
5. Any **scores** that accompany this holding (see below)
6. Any **Notes** (bottom of the screen)

Add Scores



Click the Add icon  at the top right of the **Scores** grid. Select the publisher for the scores and either press the Enter key on your keyboard or click the large Add button.

After the Publisher is assigned, click the drop-down to indicate the **Type** of score this is, and how many you have.



Other Information

See the related how-to guides for information stored on the other screens of the Library area, including the **Additional Data** screen which can contain customizable fields based on the Collection assignment.