

If you already have your library in a simple spreadsheet, it's likely that it can be used to load data into MusicLibrarian, which can save you a lot of typing!

The data-load isn't something you can do yourself – you'll need to contact the ML team to arrange this. However there are a number of things you can do to prepare a version of your spreadsheet for loading.

File format

The spreadsheet should contain a single tab (or sheet) and be saved in csv format (You should find an option to save to **.csv** format in your spreadsheet program).

Data columns

The spreadsheet can contain columns for the following data-fields

- Title
- Composer(s)
- Arranger(s)
- Lyricist(s)
- Editor(s)
- Publisher
- Set identifier
- Storage/Shelf location
- *Category**
- *Attributes**

Some of the columns need the data in a particular format.

Composer / Arranger / Lyricist / Editor

Use separate columns for Composer, Arranger, Lyricist and Editor.

The names should be in one of the following formats:

Lastname, Firstnames	(eg. Mozart, Wolfgang Amadeus)
Lastname, Initials	(eg. Bach, JS)
Lastname	(eg. Borodin)

If there's more than one name, then they should be separated by a forward-slash

Eg.

Lennon, John / McCartney, Paul

Category

Every piece in MusicLibrarian needs a *category*. This is usually something which describes the combination of instruments or voices used.

Choirs might use categories like

SATB, SSAA

Other groups might use categories like

String Quartet, Concert Band, Wind Quintet, Orchestra, Orchestra & Choir

It's not unusual for all the pieces in a library to have the same category, eg

Brass Band

Other columns

Many librarians use extra columns on their spreadsheet to add other information about the pieces. For example

Christmas, March, Medley, Folk Song, Vocal Solo, Trumpet feature

You might also have a column which shows a difficulty rating or grading

Medium, Difficult, Grade 1, Grade 2

In MusicLibrarian, these can be created as *attributes*. You can create as many as you like and assign as many as you like to each piece. They can be used in searches in MusicLibrarian.

Email a copy of your spreadsheet to webmaster@musiclibrarian.net to discuss more about loading your data.