NewSPAL Music Sets Guide - October 2022

For the purposes of this example we will create a reservation for the Handel Messiah, Watkins Shaw Edition.

Sign in to the online portal (<u>http://newspal-</u> customer.azurewebsites.net/Account/Login),

1. Go to "Search Catalogue", and then "Quick Search



2. From here, enter the Composer's Surname, and the Title of the piece. In this case, we will search "Handel" and "Messiah".

You may also enter the Publisher, though you may get more complete results if you leave this field blank.

3. The next page will show 10/16 results. The penultimate result on this page is Handel Messiah (Watkins Shaw edition), published by (New) Novello. It will also show that we have 259 copies registered in our catalogue.

From here, press "View" in blue on the far right.

Comp	oser	handel							
Title		messiah							
Publisher									
Search « Showing items 1 through 10 of 16. »									
Composer	Title		Publisher	Format	No. of Copies Held				
George Frideric Handel	And the	glory of God: from Messiah SATB	Novello	Part Song	56	View			
George Frideric Handel	Christm	as music from Handel's Messiah: arranged for female or boys' voices SSA	Paterson's	Vocal Score	28	View			
George Frideric Handel	Der Mes	ssias KV572	Breitkopf and Hartel	Vocal Score	35	View			
George Frideric Handel	Halleluja	ah chorus: from Messiah SATB	Novello	Part Song	114	View			
George Frideric Handel	Lenten	cantata	Novello	Small Vocal Score	49	View			
George Frideric Handel	Messial	1	OUP	Vocal Score	42	View			
George Frideric Handel	Messial	n (Prout)	Novello	Vocal Score	252	View			
George Frideric Handel	Messial	n (Prout)	Novello	Orchestral Set	1	View			
George Frideric Handel	Messial	n (Watkins Shaw)	New Novello	Vocal Score	259	View			
George Frideric Handel	Messial	n (Watkins Shaw) / Set 1	Novello	Orchestral Set	1	View			

4. This next page will show you information about the result, including dates other groups have booked copies for, and the quantity.

At the bottom of this page, below "General Information" is the word "Reserve" in blue. Click on that.

Music Set Detail									
Composer Title	George Frideric Handel Messiah (Watkins Shaw) Charles Jennens Watkins Shaw Mixed Choir; Piano accompaniment; SATB; Vocal Score Sacred New Novello 1992 English 12 months 259 £0.55 per month Some Kirby Collection / New Novello Choral Edition / Pagination compatible with 1959 Watkins Shaw Novello editon / Nov 070137 / ISBN 978085360211801413997	Other Reservations for this set							
Alternative Title Lyricist		No. Copies Required	Unavailable From	Unavailable Until					
Arranger Editor		10	08/09/2022	22/12/2022					
Arrangement Format		15	08/09/2022	22/12/2022					
Category Publisher		10	15/09/2022	29/12/2022					
Year of Publication Edition		40	30/09/2022	13/06/2023					
Language Advance Limit (months)		45	01/11/2022	15/01/2023					
No. of Copies Held Price Per Copy		40	14/11/2022	28/12/2022					
General Information		20	05/01/2023	19/04/2023					
Reserve									

5. Complete the form that is generated and press "Reserve Stock".

Reservation Detail								
Composer Title	George Frideric Handel Messiah (Watkins Shaw)	Other Reservations for this set						
Alternative Title		No. Copies Required	Unavailable From	Unavailable Until				
Lyricist	Charles Jennens							
Arranger	Watking Shaw	10	08/09/2022	22/12/2022				
Arrangement	Mixed Choir: Piano accompaniment: SATB:	15	08/09/2022	22/12/2022				
Format	Vocal Score	10	00/03/2022	2211212022				
Category	Sacred	10	15/09/2022	29/12/2022				
Publisher	New Novello							
Year of Publication	1992	40	30/09/2022	13/06/2023				
Edition	English 12 months	45	01/11/2022	15/01/2023				
Advance Limit (months)		10	4.4/44/0000	00/40/0000				
No. of Copies Held	259	40	14/11/2022	20/12/2022				
Price Per Copy	£0.55 per month	20	05/01/2023	19/04/2023				
General Information	Some Kirby Collection / New Novello Choral Edition / Pagination compatible with 1959 Watkins Shaw Novello editon / Nov 070137 / ISBN 978085360211801413997							
Fields marked with an asterisk (*) are mandatory								
No. Copies Required *	20 You can only order up to the amount in stock.							
Date Required From *	11/11/2022							
No. Months Required *	1 ~							
Collection / Delivery *	Collect and return from NewSPAL at Bourne Hall KT17 1UF (free)							
Reserve Stock								

- 6. A summary of your order will be displayed, including the cost. To proceed, press "Continue".
- 7. Another summary, press "Confirm". **Only then** will the order be logged in the system.